

**PALOMAR COMMUNITY COLLEGE  
SUPERINTENDENT/PRESIDENT SEARCH  
DRAFT TIMELINE\***

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March 8	Board approves ACCT Contract for Search Services
March 9	ACCT announces on its website: “Coming Soon Search for PCCD Superintendent/President”
March 15	Board Study Session #1: Workshop facilitated by ACCT Search Consultant, committee composition finalized, charge to the committee, proposed timeline discussed, proposed profile discussed and areas finalized as appropriate.
March 19	Approved Presidential profile is posted on the College’s website and ACCT’s dedicated searches website <a href="http://www.acctsearches.org">www.acctsearches.org</a>
April 1**	<b>Search Committee Meeting #1:</b> Charge to the committee, orientation and training,
<b>April 18</b>	<b>Target Date for Applications</b>
April 19-22	Search Committee begins electronic review of ALL application materials
April 25	<b>Search Committee meeting #2:</b> Select semifinalists to interview Develop questions for interviews. ACCT conducts reference checks on first level interviewees.
May 5-9	<b>Search Committee meeting #3:</b> Confidential interviews with semifinalists, after final interview the Committee will deliberate and recommend 3-5 finalists to the Board. [2 days]
May 9-13	ACCT does in-depth reference checks on finalists.
Week of May 16	Board Interviews final candidates and campus forums held.
Week of May 23	Board visits #1 candidates’ institution (if desired – strongly recommended)
June 1	Special meeting of the Governing Board: ACCT provides in-depth reference check report, feedback from campus forums. Board selects and announces next Superintendent/President of Palomar College. ACCT facilitates in final negotiations.
August 1, 2016	New Superintendent/President start date.

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\*Timeline subject to change

\*\*Possibly April 8

### **Palomar College – Draft Superintendent/President Profile**

The Palomar Community College District Governing Board invites applications for the position of Superintendent/President. The Superintendent/President reports to an elected five-member Board that is seeking an individual with the Desired Characteristics and leadership skills to address the Major Opportunities and Aspirations as described herein.

With the considerable talents of faculty, staff, administrators, and Governing Board members, Palomar College, located in San Marcos, California, has provided excellence in education and services since 1946 when the college was founded on 200 acres. In addition to the main campus there is also a 5,000 square foot student center in Escondido and smaller educational sites in Fallbrook, Pauma Valley, Camp Pendleton and at Mt. Carmel High School in Rancho Pñasquitos.

At Palomar College, we pride ourselves on many things, but first and foremost are our diverse student populations and the various ways in which we serve them. The demographics of our sizeable district for Fall 2015 included: 43% Hispanic; 38% white non-Hispanic; 8% Asian and Filipino; 5% multiethnic,; and 3% African American students. In addition, nearly 250 international students from 49 different countries take classes at Palomar (in any given semester). We are proud of the distinctions we have received and the services we offer. In 2006, Palomar qualified for and continues to receive Department of Education funding as a Hispanic Serving Institution.

Palomar College offers more than 250 Associate degrees and certificate programs that reflect the dedication and creativity of faculty as discipline experts; the school boasts several unique courses, including Native American language classes in Luiseño and Cupeño, languages spoken by tribes in the district. Students have the opportunity to participate in a vibrant college life that includes a free art and cinema series, more than 30 academic and social campus organizations, 22 competitive intercollegiate sports teams for men and women, and dozens of music, theater, and dance performances.

Palomar College is a cultural hub for both our students and residents of north San Diego County. The newly-revamped Howard Brubeck Theatre is the scene of highly-regarded dramatic, dance, and musical productions throughout the year. The Boehm Art Gallery has gained a national reputation as a fine contemporary visual art space and offers free art exhibitions by regionally and internationally renowned artists as well as locals. Our College is home to the only planetarium in north San Diego County and offers weekly planetarium shows for the community. Palomar's newspaper (The Telescope), literary journal (Bravura), speech and debate team, radio station (KKSM), and television production program have all won numerous awards. Our five-acre arboretum is home to hundreds of native plant species enjoyed by staff, students, and community members. And for the sports fan, Palomar offers a full range of men's and women's athletic teams, which have won regional, state, and national recognition for excellence. In January the Board officially opened a new baseball field, which supports a highly ranked baseball team.

Palomar College is one of 113 colleges in the California Community Colleges system and one of eight in San Diego County. Located in San Marcos, California, it is perfectly situated north of San Diego, 90 miles south of Los Angeles, 12 miles east of serene beaches, and a two-hour drive from the Laguna Mountains and the Anza Borrego Desert. The city of San Marcos has enjoyed dramatic growth, attracting both businesses and families; it is also home to the California State University, San Marcos campus.

## **DESIRED CHARACTERISTICS**

**The College seeks a forward-looking, proactive, problem-solving educator with high academic and ethical standards who has demonstrated and will continue to demonstrate:**

- Cultural competence in managing and supporting diversity and inclusion.
- A passion and vision for higher education that takes into account the historic mission of the California Community College.
- A thoughtful concept of student success and outcomes that addresses a deep commitment to increased access and success for all students.
- A willingness to engage in a respectful, transparent, and collaborative process that welcomes healthy dialogue among all constituent groups.
- A positive approach and enthusiasm for the work of the institution while providing an example for others as an effective team builder and motivator of all constituent groups.
- Courage and perseverance to address challenges and confrontations while using creativity and innovation to bring divergent perspectives to achieve consensus and the successful resolution of conflict in a timely fashion.
- Enthusiasm to recognize and celebrate the achievements of students, staff and faculty, and to advocate for their personal and professional growth.
- Successful experience in cultivating and maintaining relationships with the community, including external resource development through foundations, local bond measures or grant funding; and functional partnerships with local, regional, statewide and national organizations.
- Excellent writing and public speaking abilities, and the commitment to communicate often, effectively, and transparently with all constituent groups, the Governing Board, and the community.
- Acumen in planning, budgeting, assessment and managing change while effectively managing internal and external resources (fiscal, physical, human, and technology).
- An understanding of California Community College policy, legal, regulatory, and accreditation environments and has relevant management experience in navigating such issues.
- An understanding of the California collective bargaining environment and the need to work effectively with employee groups and relevant experience related to achieving successful negotiation outcomes
- Leadership that focuses on continuous improvement of institutional effectiveness, grounded in a clear vision, unified sense of direction, effective planning and budget prioritization, on-going assessment and improvement of student learning and other institutional outcomes.
- An understanding of the role of the Superintendent/President within the authority structure (Board of Trustees, California Community College System Office, local laws and regulatory bodies); and an ability to engage with authority in a creative, innovative and respectful manner; owning decisions made by authority as if they were his/her own.

## OPPORTUNITIES AND ASPIRATIONS

- Develop a strategy to increase the percentage of full-time faculty, moving the college toward the 75/25 ratio.
- Promote equity for part-time faculty.
- Develop a strategy to identify and address classified staffing needs.
- Provide the stewardship necessary to maintain excellence in the diverse and enriching educational programs that Palomar offers while demonstrating fiscal responsibility.
- Develop a strategy for enrollment management that addresses growth and retention of both transfer-focused and at-risk students.
- Provide leadership in the development, expansion, and leveraging of external/alternate funding sources through grants, contracts, partnerships, and donations.
- Develop, manage, and expand facilities and property effectively in order to support the College's future, including the development of property on the I-15 corridor.

## QUALIFICATIONS

### Minimum

- Master's degree from an accredited institution required.
- At least five years of experience in administration and/or management, with a minimum of three years of executive higher education experience with responsibility for one or more of the following areas: instructional services, student services, finance and administrative services, and/or human resource services.

### Preferred

- Earned doctorate from an accredited institution.
- Teaching or counseling experience in a higher education setting.
- Eight or more years of experience in administration and/or management, with a minimum of three years of executive higher education experience with responsibility for one or more of the following areas: instructional services, student services, finance and administrative services, and/or human resource services.

## APPLICATION PROCESS

### How to Apply:

To ensure full consideration, application materials should be received no later than **ADD TARGET DATE HERE**. The position will remain open until filled. This is a confidential search process.

Candidates will need to have the following information or materials available to complete the application:

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1. A completed Candidate Summary sheet that can be found on the left hand side of the ACCT Searches web page.
2. A letter of application that succinctly addresses the opportunities and aspirations identified in the Position Profile and demonstrates how the candidate's experience and professional qualifications prepare them to serve the needs of Palomar College (not to exceed 5 pages).
3. A current resume including an email address and cellular telephone number.  
NOTE: Candidates must combine their candidate summary sheet, cover letter, and resume into a single PDF file.
4. Candidates will follow the prompts they are given while completing the application form. Candidates must input eight references: three supervisors, two direct reports and three faculty members from current or former institutions.

Go to <http://www.acctsearches.org/> to apply and to upload documents.

For additional information, nominations or confidential inquiries please contact:

- Judy E. Walters, Ph.D., ACCT Search Consultant, [judy.walters2@me.com](mailto:judy.walters2@me.com), 510-590-7780 (mobile)
- Narcisa Polonio, Ed.D., EVP of Board Leadership Services, [narcisa\\_polonio@acct.org](mailto:narcisa_polonio@acct.org) or 202-276-1983 (mobile)
- Julie Golder, J.D., Board Services Coordinator, [jgolder@acct.org](mailto:jgolder@acct.org), 202-775-4466 (office) or 202- 384-5816 (mobile)

For technical assistance please contact:

Marc Wollenschlaeger, Board Services Associate, [mwollenschlaeger@acct.org](mailto:mwollenschlaeger@acct.org) or 202-775-4458.

**\*An ACCT Search\***