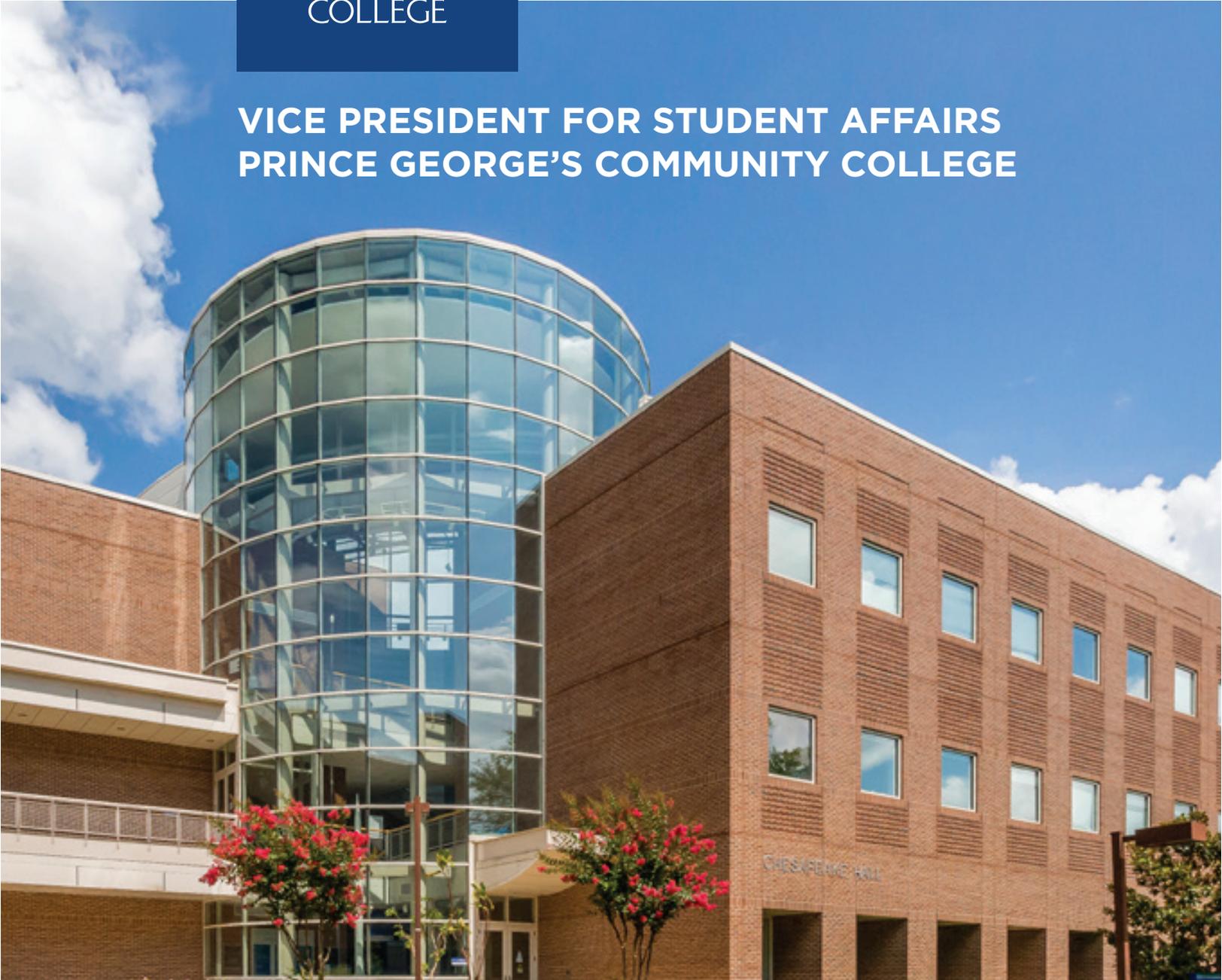




PRINCE
GEORGE'S
COMMUNITY
COLLEGE

**VICE PRESIDENT FOR STUDENT AFFAIRS
PRINCE GEORGE'S COMMUNITY COLLEGE**



The opportunity

Prince George's Community College (PGCC) provides courses, programs, and services at the Largo Campus; across five extension centers: Joint Base Andrews, Laurel College Center, Skilled Trades Center, University Town Center, Westphalia Training Center; and at a number of locations across Prince George's County, Maryland.

The College seeks a strategic, collaborative, and innovative executive with demonstrated experience managing a robust student affairs portfolio to serve as Vice President for Student Affairs (VPSA), at a pivotal time in the College's history, including a presidential transition.

The VPSA will be selected by, and report directly to, the new President, and will serve as a member of the President's cabinet, a trusted advisor and advocate for all students and the staff of the six sub-units constituting the student affairs area. This is a significant opportunity for a visionary higher education leader with broad senior-level experience in student affairs to lead and manage a diverse, student-centered institution of higher education. He or she will be a strategic thinker, a good communicator and listener, able to innovate and effect change, and will serve as the face of the Student Affairs area.

Student Affairs currently comprises a diverse portfolio of six (6) areas: Student Affairs (operations), Enrollment Management, Academic and Career Advising, Financial Aid, Student Success & Engagement, and Athletics. Given the diversity of this portfolio, and all that has been accomplished by the Student Affairs area through participation in Achieving the Dream and Pathways along with the introduction of Navigate for advising and registration, the next VPSA will have an extraordinary opportunity to develop and achieve goals and objectives that complement the vision of the new President and are transformative, forward thinking and innovative.

Based on feedback from multiple constituents and stakeholders, there is a strong desire for the next VPSA to be a proven leader capable of grasping the big picture quickly and understanding the importance of well-functioning sub-units in order to maximize both the student experience and overall efficiency of the area. He or she will consider how best to integrate, collaborate with, and support Academic Affairs and other key areas of PGCC, especially with effective and increased use of essential technology, in a time of limited financial resources. The Student Affairs area has a proposed annual budget of over \$12 million for FY2020-21, and more than 170 employees.

Principal duties and responsibilities of the Vice President for Student Affairs

- Advise and assist the President and senior leadership team in addressing College issues, policies, and strategic plans related to complex student issues and concerns; emerging trends in student life and student affairs in higher education; and crisis situations in light of COVID-19.
- Establish and implement short- and long-range goals and objectives, strategic plans, policies, and standard operating procedures in student affairs that are aligned and integrated to promote the academic success of students in credit and noncredit programs.
- Collaborate across areas and with other vice presidents to support the College's mission and student success efforts by leveraging available resources.

- Lead efforts to foster and expand greater student engagement through healthy and thriving student organizations that are diverse in scope and mission, including academic, international, multicultural, leadership development, political, professional, recreational, and service organizations, among others.
- Design, implement, and maintain an organizational structure to effectively accomplish the area's goals and objectives, making sure they align with institutional goals. The VPSA oversees the recruitment, training, supervision, professional development, and evaluation of the area's professional and student staff.
- Enhance the overall quality of the student experience from recruitment to retention and graduation. Promote a fully integrated student experience.
- Maintain a visible and engaging presence at the College with students, external constituents, and stakeholders.
- Manage the area's resources and budget, ensuring the appropriate use of government funding (local, state, and federal) and funding from other external sources.
- Ensure that student conduct, development, and student-related policies and services comply with federal, state, and local laws, rules, and regulations, including the Clery Act, FERPA, Title IX, and ADA/504.



Leadership agenda for the Vice President for Student Affairs

The charge to the Vice President for Student Affairs will include the following key opportunities and challenges:

Provide strategic and visionary leadership.

Together with the senior leadership team, articulate a clear vision for Student Affairs and the effective integration and improved functioning of the Student Affairs area and its diverse portfolio of programs and services. The focus will be on leveraging available resources; tackling challenging, persistent problems; understanding their root cause(s); and implementing effective solutions.

Support the academic mission of PGCC through an integrated, collaborative, and strategic approach to student success across the institution.

The VPSA will provide a strong voice and presence in support of student achievement, building on the institution's emphasis on Teaching, Learning, and Student Success. While silos are common in higher education and other organizations, there is a need at PGCC for improved operating efficiency and effectiveness in leveraging limited financial and human resources. Therefore silos must be eliminated or reduced substantially to achieve the institution's vision, mission, and values effectively. This will require identifying and utilizing those ideas that have worked in the past, discarding those that are not working, and adopting new ideas, behaviors, and practices identified as "best practices" in higher education, as appropriate.

Cultivate an inclusive College community to advance diversity, inclusion, and equity.

Prince George's Community College has a very diverse student body, based on a variety of demographic characteristics, including race, ethnicity, age, gender, socioeconomic status, veteran status, and geography. More than 50 percent of PGCC students are part of the first generation in their families to attend college. As research and experience have shown, "first-gen" students have unique support needs, as do those from other countries who do not speak English as their primary language. Awareness and specific attention to diversity, inclusion, and equity is an essential focus for the new VPSA.

Champion a student-engaged community and enriched college life.

In addition to traditional student programming, community colleges are faced with unique challenges due to their historic mission, sources of funding, and the diversity of students and credit and noncredit offerings, among other things. Because PGCC is a commuter College, serving the needs of both traditional undergraduate students and working adults, actively engaging a significant number of students in the life of the College is a major challenge and opportunity. The next VPSA must focus on ways to improve the College experience at PGCC, to better engage all students, and to increase PGCC's scores on the National Survey of Student Engagement (NSSE) in the future.

Foster a commitment to effective communication and engagement.

As the face and voice of the Student Affairs area, the VPSA will need to have well-developed communication skills, both written and oral, and have the ability to engage students, staff, faculty, other administrators, trustees, community members, and other stakeholders effectively.

Advocate for professional training and development throughout the Student Affairs area.

The skills and competencies of staff, including frontline employees, should be recognized, rewarded, and relied upon. Student Affairs staff are subject matter experts. The VPSA will recognize the importance of developing career pathways for student affairs professionals to increase retention and support professional training and development through workshops, retreats, participation in professional organizations, professional certification, education and training, and other external opportunities.

Demonstrate knowledge and experience in student conduct and legal issues in higher education, including Title IX, FERPA, ADA, and the Clery Act.

As higher education faces an array of increasingly complex legal matters, there is a need for both knowledge and experience, as well as sensitivity, in addressing a variety of issues, such as codes of conduct, sexual harassment, accommodations for disabilities, etc. Knowledge, familiarity, and experience with such issues is important for the VPSA.



Qualifications and desired characteristics of the new Vice President for Student Affairs

The PGCC Vice President for Student Affairs will have substantial experience in student affairs in higher education, preferably in a community college or similar learning environment. He or she will have a deep commitment to serving the total needs of a diverse, urban/suburban, multigenerational community of learners to support the attainment of their educational and career development goals and objectives. The ideal candidate must have the following professional qualifications and personal characteristics:

- **An advanced degree, with an earned doctorate required, in higher education, management, administration, leadership, or a related field.**
- **Adherence to the highest ethical standards, values, and principles, including honesty, integrity, trustworthiness, and discretion.**
- **A demonstrated understanding of and commitment to the mission and philosophy of community colleges in the 21st century, which emphasizes both academic study and career preparation for the world of work.**
- **A demonstrated commitment to excellence in education, training, and development, both inside and outside the classroom, for student empowerment and success. This should include a record of using technology effectively and implementing creative and innovative programming and services that promote student development and wellness.**
- **A record of progressive leadership responsibilities and substantive senior-level administrative experience in a complex Student Affairs area in higher education. Evidence of using data to make decisions and assess the efficacy of student affairs programming and services.**

- A history of being collaborative, visible, and relatable to students, institutional leadership, faculty, alumni, and other stakeholders, and proven skill in fostering collaborative, consultative, and meaningful partnerships between student affairs, academic affairs, and other institutional constituents and stakeholders that advance student success.
- Strong interpersonal skills, including the ability to communicate effectively, in both written and oral forms, and those required to be an engaged listener.
- A demonstrable ability to engage students (both credit and noncredit) to seek their input on an ongoing basis and be mindful of the unique needs of the diverse student population of PGCC.
- The ability to establish, encourage, and foster an environment of respect, recognition, and inclusion of diverse backgrounds and perspectives as demonstrated through a record of success in advancing diversity, equity, and inclusion initiatives at a college.
- A clear commitment to mentoring and developing staff for ongoing professional growth and development.
- Demonstrated financial acumen; effective human resources, financial, and organizational management experience; and the ability to respond to fiscal limitations and other challenges, collaboratively and creatively, especially in light of COVID-19.
- A record of compliance with state and federal laws, rules, and regulations, including knowledge of the Clery Act, FERPA, Title IX, ADA, etc.
- Knowledge of national best practices in student affairs and a thorough understanding of student development theory.

About the Student Affairs area

The staff and administrators within Student Affairs strive to promote an environment that allows students to succeed and complete their educational goals. They focus on success, access, inclusion, and partnership in order to serve, shape, and support students. This past year, Student Affairs has been focused on the entire student experience, from the front-door experience through graduation and beyond.

The area comprises six (6) units and seven (7) direct reports:

- **Office of the Vice President for Student Affairs – Executive Associate II**
- **Director for Athletics – Baseball, Men’s Basketball, Women’s Basketball, Men’s Soccer, Track and Field, Softball, Cheerleading, and Intramurals.**
- **Director for Student Financial Aid – student financial aid, special scholarship programs, and compliance.**
- **Director for Student Affairs – student conduct and community standards, and student employment program.**
- **Dean for Student Enrollment Services – recruitment, admissions, information services, new student orientation, testing center, student records, and registration.**
- **Director for Student Academic Planning and Career Readiness – advising, career exploration, career guidance, career preparation, and internships.**
- **Dean for Student Success and Engagement – student support, disability services, TRiO programs, special student populations, veteran services, student engagement, student leadership development, and overall wellness. This area also manages over \$1.5 million in grant funding.**

About the College

Prince George's Community College (PGCC) is one of 16 community colleges in Maryland that are comprehensive, open-admission institutions with affordable tuition. The College's main campus is in Largo, and five additional locations within Prince George's County offer degree, certificate, and continuing education programs conveniently close to where students live and work. The unduplicated head count of students last year surpassed 37,000, a 4.9 percent increase in enrollment from the previous year.

The College was initially accredited by the Middle States Commission on Higher Education in 1969, and it received reaffirmation of its accreditation in June 2015 along with more than 20 commendations reflecting the College's ongoing commitment to student success. Based on the new eight-year timeline, the next accreditation review is scheduled to occur in 2023.

The system of governance at Prince George's Community College is one of a collaborative nature grounded in integrity, transparency, and respect. Myriad bodies are involved in the governance system, and they have distinct roles as identified by formal recognition in the College Code of Policies. This includes, but is not limited to, representative constituency groups such as faculty, students, administrators, professional staff, technical and support staff, and American Federation of State, County and Municipal Employees –Local 1646.

With student success a high priority, the College became a Pathways institution in 2015 to help students reach their goals with certainty. The program lays out the specific sequence of classes needed to reach 10 academic goals, saving students time and money. A Promise Scholarship program developed in partnership with Prince George's County funds student tuition and fees not covered by other scholarships or grants, removing any financial obstacles for those seeking higher education.



The campus itself is the site of three new state-of-the-art facilities that have opened in recent years. They include a Center for Performing Arts, a Culinary Arts Center, and a Center for Health Studies. In addition, a number of renovations and expansions have been completed, and an \$87.5 million project is currently underway to provide high-tech classrooms for students at Marlboro Hall when it reopens in July 2022.

The strategic goals of PGCC are:

Student Success: Creating and sustaining optimal conditions for students to design and achieve academic, career, and personal goals.

Regional Impact: Driving strategic partnerships to identify and respond to the region's present and future priorities.

Organizational Excellence: Creating and sustaining agile, effective, and efficient institutional synergies.

About the County

Prince George's County, where the College is located, is a jurisdiction that encompasses 500 square miles, with nearly 95,000 residents and a median income of \$83,000 (\$20,000 above the national average). The County is the second most populated area in the state of Maryland, and it is home to federal agencies that include Joint Base Andrews and Air Force One, U.S. Census Bureau, U.S. Internal Revenue Service, NASA-Goddard Space Flight Center, U.S. Department of Agriculture, National Maritime Intelligence-Integration Office, National Oceanic and Atmospheric Administration, U.S. Food and Drug Administration, and U.S. National Archives and Records Administration. A major partner in education, the Prince George's County Public Schools, serves 130,000 students and is the second largest system in the state and the 17th largest in the nation. The University of Maryland College Park, the flagship institution; Bowie State University, the first historically Black college in Maryland; and the University of Maryland Global Campus, formerly UMUC, are located within eight miles of Prince George's Community College and serve as three of the top transfer universities.

The County continues to grow its commitment to economic vitality and residents' well-being through such employers as Verizon, United Parcel Service, Giant Food, Safeway Foods, Adelphi Laboratory Center, Gaylord Resort and Convention Center, MGM National Harbor, University of Maryland Capital Region Health System, Doctors Community Hospital, and Medstar Southern Maryland Hospital Center. Additionally, 95 percent of all businesses identify as small businesses, and more than 4,000 nonprofit organizations are based in Prince George's County. Combined, these businesses and others account for a workforce of 515,000 employees.

Procedure for application and nomination

The Search Committee for the Vice President for Student Affairs will begin reviewing applications on July 1, 2020, and will continue until the position is filled. For full consideration, all application materials should be received by August 31, 2020.

Nominations and expressions of interest are encouraged and will be accepted through the application deadline. An appointment is anticipated by mid-October with a start date to be determined based on the current commitments of the successful candidate.

The search is being assisted by Joy Yablonsky and Dr. Wayne Wormley of AGB Search.

Nominations and inquiries may be directed to:

joy.yablonsky@agbsearch.com — (215) 934-1386

wayne.wormley@agbsearch.com — (215) 432-7913

Application materials should be submitted electronically (in Adobe PDF or Microsoft Word) to PrinceGeorgesVPSA@agbsearch.com and include:

- Cover letter responding to the “Leadership Agenda for the Vice President of Student Affairs” in this profile.
- Complete resume or curriculum vitae.
- Contact information (email and phone) for five professional references, none of whom will be contacted without prior knowledge and permission of the candidate. All nominations, inquiries, and applications will be received and evaluated in full confidence.

Equal opportunity employment has been, and will continue to be, a fundamental principle at Prince George's Community College, where employment is based upon personal capabilities and qualifications without discrimination because of race, color, creed, gender identity, religion, sex, age, national origin, disability, sexual orientation, or any other characteristic protected by law. This policy applies to all policies and procedures relating to recruitment and hiring, benefits, termination, and all other terms and conditions of employment. Questions or concerns should be referred to the human resources office. In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the U.S. and complete employment eligibility verification paperwork.

