

**SEATTLE COLLEGES BOARD OF TRUSTEES  
NOTICE OF SPECIAL MEETING**

**August 5, 2022**

<b>PUBLIC COMMENT</b>	<b>8:00 a.m.</b>	<b>Zoom</b>
<b>SPECIAL MEETING</b>	<b>8:15 a.m.</b>	<b>Zoom</b>

**AGENDA**

<b>8:00 a.m.</b>	<b>CALL TO ORDER</b>	
<b>8:00 a.m.</b>	<b>APPROVAL OF AGENDA</b>	<b>Tab 1</b>
<b>8:00 a.m.</b>	<b>PUBLIC COMMENTS</b>	
<b>8:15a.m</b>	<b>ACTION ITEMS</b>	
	1. Interim Chancellor Job Description	<b>Tab 2</b>
<b>8:30 a.m.</b>	<b>ADJOURNMENT</b>	

The next meeting of the Board of Trustees will be held on Thursday, September 8 at Seattle Central College, Room BE1110. There will be a Study Session at 1:30 p.m., and the Regular Meeting will follow at 3:00 p.m.

**EXECUTIVE SESSIONS**

*An executive session may be held for one or more of the following purposes: (1) To receive and evaluate complaints against a public officer or employee; (2) To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee; (3) To discuss with legal counsel litigation or potential litigation to which the college is, or is like to become, a party, when public knowledge of the discussion would likely result in adverse consequence to the district; (4) To consider, as a quasi-judicial body, a quasi-judicial matter between named parties; (5) To consider matters governed by the administrative procedure act, chapter 34.05 RCW; and/or (6) To plan or adopt the strategy or position to be taken during collective bargaining, professional negotiations, or grievance*

*or mediation proceedings, or to review proposals made in on-going negotiations or proceedings.*



## Job Description

<b>Position Title:</b> Interim Chancellor	<b>Salary Range:</b> \$250,000-300,000	<b>Position Status:</b> 100% Full-time permanent
<b>(Classified staff only)</b> <b>Classification title:</b> N/A	<b>Department:</b> Chancellor's Office	<b>Bargaining Unit:</b> Non-represented (N/A)
<b>Position Control Number:</b> Click or tap here to enter text.	<b>Campus:</b> District	<b>Overtime Exempt:</b> <input checked="" type="checkbox"/> <b>Overtime Non-Exempt:</b> <input type="checkbox"/>
<b>Reports To (position):</b> Board of Trustees	<b>Supervisory Responsibilities?</b> Yes	
<b>Work Schedule:</b> This position is typically scheduled to work Monday through Friday, 8:00AM to 5:00PM. The schedule may vary depending on program needs. May be required to work evenings and weekends as needed.		

### Position Summary:

Seattle Colleges Board of Trustees is accepting applications for an Interim Chancellor to lead the Seattle Colleges from October 2022 through June 2023 (or until a permanent Chancellor is appointed).

The Trustees seek an experienced leader in community and technical college education who, with an equity lens will build stability, sustainability, and continued improvement in enrollment, retention, and student success during this time of transition.

Under the supervision of the Board of Trustees, the Chancellor serves as the Seattle Colleges' chief executive officer. The Chancellor is responsible for providing overall leadership and management oversight for all aspects of the Seattle Colleges operations, in collaboration with faculty, staff, and unions. In addition, the Chancellor leads the Chancellor's Executive Cabinet (three College Presidents and Vice Chancellors) that provides coordinated and aligned input on district policy, operational matters, and district-wide initiatives and projects.

This position supervises exempt, classified, and temporary employees.

### Essential Functions:

- Provide leadership and management oversight to Seattle Colleges to build stability, sustainably, and improvement in fulfilling its mission and purpose.
- Continue implementing the Seattle Colleges Strategic Plan with steady gains in student retention, completion, transfer, and graduation.
- Work closely with the College Presidents, faculty, and staff to implement the Guided Pathways model, which aims to improve student retention and student experience while closing the achievement gap for historically underserved BIPOC student populations.
- Continue to build strong teamwork and collaboration across the Chancellor's Cabinet and between the Colleges and District leadership. Leave a high performing leadership team for the permanent Chancellor.
- Continue the efforts toward financial stability and sustainability through generating new revenue and prudent management of available resources. Implement a Financial Plan that aligns with Seattle Colleges' financial stability vision.
- Lead and support innovation and adopt best practices in instruction, student support services, and administrative services with a goal of more effective use of resources to improve student success, including implementing district-wide organizations and systems in fiscal management, enrollment, and financial aid. Continue to strengthen the district-wide organizations and systems created over the last six years in fund development, IT, HR, workforce, distance learning, and international.

- Lead inclusive planning that results in focused, concrete, district-wide change that leads to gains in enrollment, retention, and student success.
- Reinforce the college's reputation as a quality provider of transfer education and workforce development by strengthening existing partnerships and developing new ones.
- Work collaboratively with Seattle Colleges' leaders and employee union groups to recruit, hire, and retain diverse faculty, staff, and administrators that reflect the communities the college serves.
- Be visible locally and statewide to forge meaningful and effective partnerships with government, business, education, labor, and civic groups.

**This description is not intended to cover every aspect of this job, we are a team that works together to meet the needs of those we serve, and every member of the team is expected to contribute, even beyond the specific responsibilities listed in this description.**

**Qualifications:**

(Any Equivalent Combination of Knowledge, Skills, Abilities, Education, and Experience)

- Demonstrated successful experience working and leading in a large, complex institution of higher education, preferably within a community and technical college system
- Track record of leading organizational change through racial equity-minded, mission-focused leadership and management
- Experience and demonstrated results in improving fiscal management and budgeting toward sustainability and enhanced management information.
- Proven ability to bring large initiatives and complex projects to completion
- Proven results in leading programmatic and system-level initiatives in improving student success and equity for underserved student populations
- Superior communication and interpersonal skills
- Demonstrated ability to work effectively with leaders at all levels in government, labor, business, and community.
- Demonstrated knowledge of fundraising and development to support strategies for improving student access and success
- Commitment to data-informed and evidence-based decision-making
- An earned post-secondary degree from an accredited college or university

I acknowledge I have received a copy of this job description. I understand the duties and am fully capable of meeting the requirements and performing the essential functions of this position, with or without reasonable accommodations.

Incumbent Review: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Review: \_\_\_\_\_ Date: \_\_\_\_\_

HR Director Review: \_\_\_\_\_ Date: \_\_\_\_\_

# **Interim Chancellor, Seattle Colleges Charge to the Search Advisory Committee**

July 2022

The Search Advisory Committee's purpose is to support the Board of Trustees in drafting the Position Profile, recruiting candidates, screening applicants, and recommending a finalist pool for an Interim Chancellor to serve while the search for a permanent Chancellor is underway.

## Membership

- The Board of Trustees will appoint the Committee to include the Board Chair, Vice-Chair, and 3-5 others from the Colleges and Community.

## Role of the Advisory Committee

- Lead an open and inclusive search for an Interim Chancellor that supports the Seattle College goals of diversity, equity, and inclusion by providing equal consideration and opportunities for all qualified candidates.
- Develop the position and candidate profile, including desired qualifications and attributes for an Interim Chancellor to serve from October 2022 through June 2023 or when a Permanent chancellor is appointed. Present this profile to the Board of Trustees for review and approval in late July or early August.
- Guide and support the recruitment of a strong and diverse candidate pool.
- Screen applications to select candidates that best meet the position profile and are most capable of leading the Colleges over the Interim period.
- Develop job- and competency-related interview questions designed to distinguish candidates who will best meet the needs of students, the college, and its community.
- Interview Candidates and recommend 3-5 Candidates for consideration by the Board of Trustees.
- Support the Colleges and Board in hosting public forums for the final candidates.
- Support the transition, orientation, and success of the Interim Chancellor.

## Expectations of Advisory Committee members

- Work collaboratively with each other and the Colleges' community to bring recommendation of the finalist slate to the Board by September 1<sup>st</sup>.
- Commitment to attend and participate in 3-5 meetings in July and August.
- Maintain strict confidentiality about candidates, applications, and nominees for the position.
- Make regular reports to the Board and the college community on the progress of the search.