The Contra Costa Community College District (4CD) Governing Board has announced the search for a permanent president of Contra Costa College. Application and nominations period is from February 25, 2021, to April 8, 2021. Applications will continue to be accepted until the position is filled.

About 4CD

4CD first opened its doors in 1949. It is one of the largest multi-college community college districts in California. 4CD serves a population of 1,019,640 people, and its boundaries encompass all but 48 of the 734-square-mile land area of Contra Costa County. 4CD includes three community colleges – Contra Costa College, Diablo Valley College and Los Medanos College and two centers – San Ramon Campus and the Brentwood Center. The District Office is located in historic downtown Martinez.

The mission of 4CD is to transform lives by providing outstanding learning opportunities that nurture and empower all students to achieve their educational goals. The dedicated faculty, classified professionals and administrators in 4CD are committed to core values and action that promote excellence in learning and equitable student success. 4CD is committed to hiring and developing a diverse staff that understand that cultural diversity in the academic environment promotes academic excellence; fosters cultural, racial and human understanding; provides positive role models for all students; and creates an inclusive and supportive educational work environment for its students, employees, and the community it serves.

About the College

Contra Costa College (CCC) is the oldest and most diverse of the three colleges in 4CD. A proud Hispanic Serving Institution, serving predominantly Latinx, African American and Asian students, CCC is situated in a socioeconomically diverse, resilient, largely immigrant and multilingual, culturally vibrant community. The College is located on 83 acres of a beautiful, naturally landscaped site accentuated by Wildcat Creek running through the rolling hills of San Pablo and Richmond (eight miles from Berkeley and 18 miles from San Francisco). Since opening in 1949, CCC has provided exemplary educational services as the only institution of higher education in the West Contra Costa County area. CCC serves more than 7,000 students each year, with superior faculty and staff dedicated to creating a premier learning environment. Both CCC and 4CD take great pride in their effective participatory governance structures and processes.

The campus has recently undergone significant renovation, including: a new general education building, applied arts building, and a college center that houses student activities, campus administration, a bookstore, cafeteria, and a new facility for the culinary arts program, including a student-run restaurant. Current construction projects include a new science center and remodeled physical education and athletic facilities.

CCC has been recognized for many of its academic and career education programs locally, statewide and nationally. The Center for Science Excellence, a mentoring program providing a solid foundation in the sciences, mathematics and engineering, as well as transfer preparation, is funded through multiple grants, including the National Science Foundation. Most recently,
CCC received a second Title III, part F HSI (Hispanic Serving Institution) STEM grant and Title V Social Justice Grant. CCC recently completed a highly successful reaccreditation process, with no negative college-level findings from the Accrediting Commission of Community and Junior College (ACCJC).

One of the fastest growing curricula is that of "green energy" programs. The Career Education (CE) experience at CCC is notable for the Electric/Hybrid Automotive Technology Program and offers the only Hybrid Technician Certification in the Bay Area. The Culinary Arts Program has also become one of the signature, job-training programs on campus. The program operates the elegant Aqua Terra Restaurant and hosts an annual Food and Wine fundraising event that has enabled CCC students to travel to Italy, China and France to study with notable chefs.

Other premier programs include those listed below.
- Journalism: CCC continues to be a leader in journalism, with its college newspaper, The Advocate, winning state and national honors for excellence.
- Nursing: It is one of the oldest CE programs on campus, responsible for preparing many local health professionals for careers throughout the Bay Area.
- Metas: This is a mentoring and academic support system to promote college success in the Latinx community. The program uses an intergenerational model that assists students, preschool through high school, to achieve their personal and career goals.
- African American Male Leadership: The students interact with successful African American male businessmen, professionals, and other role models associated with the national organization of 100 Black Men of the Bay Area.
- Two successful learning communities: Puente, serves primarily Latinx students and Per Ankh serves primarily African American students.
- Speech and Debate: CCC's team participates and garners awards in competitions throughout the state and nationally.
- Two high school programs housed on CCC’s campus that allow students to earn high school and college credit at the same time: The Middle College High School (MCHS) has been recognized as a National Blue Ribbon School and a California Distinguished School. Gateway to College is a continuation program with extra support for vulnerable students.
- International Education: CCC’s international education program now serves students from 11 countries.

CCC affirms that all individuals have inherent worth and dignity and are entitled to develop their full potential. The College is an integral part of the greater community and serves as a model of excellence providing education to help its students fulfill their dreams. CCC maintains that its students will enjoy an improved quality of life, that communities will prosper economically and socially, and that families and neighborhoods will be strengthened when residents share a commitment to lifelong learning.

The Position

The President is the chief executive at the College and reports to the Chancellor. The President is responsible for the delivery of educational and other services provided by the College and for the supervision of the administrative staff and all educational programs and services of the College. The President operates with a growth mindset, a strength-based approach centered on students, and an unflinching commitment to racial justice and equity, especially concerning the elimination of barriers to college access, success, and completion. The President will be eager
to help construct and maintain a collaborative culture of continuous improvement in instructional effectiveness, student service, and leadership.

By providing visionary leadership and understanding, the President promotes the roles of the community college in a changing society. The President is responsible for fostering a dynamic college atmosphere conducive to academic excellence and optimal functioning. The President is a 4CD team member on the Chancellor's Cabinet.

The Position Responsibilities

- Develops and maintains transparency in communication with members regarding all aspects of college operations, including curriculum; instruction; business administration; finance; planning; construction and maintenance of physical facilities; personnel; student services; and educational planning.
- Maintains the college as a community institution by serving as the chief interpreter of the needs of the students and service areas of the college, and promotes the development and implementation of needed programs and services.
- Provides leadership for the college as a whole, including planning, development, implementation and evaluation of educational and fiscal programs of the college.
- Assures compliance with college and 4CD policies, state and federal regulations, and requirements of accreditation agencies.
- Provides administrative direction in the development and initiation of college policies and procedures, as well as the organizational structure, which affect curriculum, instruction, student services and activities, and other college operations.
- Presides over the decision-making process and participates in the governance structure of the college to ensure that final decisions and college policies are in accord with the general 4CD policies and decisions officially adopted by the Governing Board.
- Oversees the preparation of the annual college budget and directs operations of the college within the provisions of the budget once it is approved by the Governing Board.
- Supervises, coordinates, and evaluates the general activities of all college administrators, and delegates to them such authority and responsibility as is required to perform their assigned duties.
- Advises the Chancellor on matters related to 4CD planning, policies, and operations as they affect the college.
- Participates in hiring, training and evaluation of diverse faculty and staff highly qualified to achieve college goals.
- Encourages professional excellence among faculty, staff and administration to achieve the college's mission and goals.
- Maintains a highly visible leadership role in the communities served and develops strategic partnerships between educational institutions, corporations, businesses, civic and cultural organizations.
- Serves as an advocate for the college and articulates the mission and vision of the college and the California Community Colleges locally, statewide and nationally.
- Performs related duties as required.

Opportunities and Challenges

CCC seeks an experienced, collaborative and visionary leader with a high level of energy, who is ethical, honest, and trustworthy and will compassionately guide the college toward excellent programs and services that meet the needs of the community and ensure the success of its diverse student body. CCC seeks candidates who embrace the community, the student
population, and their central work: strengthening West Contra Costa County by meeting the students where they are and helping them get to where they want to be.

The new President will:

- foster a campus climate that encourages and supports innovative teaching and learning and a collective responsibility for student success;
- understand and support student success strategies that result in equitable outcomes for all students;
- honor and value the cultural diversity of the student body, and connect with students and their local communities;
- provide a unifying identity and vision for CCC that will be embraced by all members of the college community and create a cohesive leadership team responsible for implementing that vision;
- lead CCC through the development and implementation of an enrollment strategy that increases enrollment and supports the completion of students’ goals;
- assure the financial stability of CCC by identifying and acquiring new sources of revenue in support of the college's mission, and, by working with the college foundation in its fundraising efforts to cultivate a donor base and other activities;
- understand and value strategic planning and the importance of institutional effectiveness and continuous improvement in every aspect of CCC;
- evaluate and improve college administrative processes and procedures to enhance student access, equity, and success;
- continue the CCC tradition of participatory governance and include all constituency groups in decision-making; and
- expand K-12 partnerships that focus on preparing and encouraging local high school graduates and adult learners to enroll at CCC.

Desirable Characteristics

The President will be a leader who:

- is passionately committed to the mission of the comprehensive community college;
- is a consensus builder with a management style that is collaborative, enthusiastic, inclusive of all constituency groups, and who values, supports, motivates and develops employees, acknowledges their contributions, and who is an open, transparent, approachable and accessible leader;
- embraces the unique nature of CCC, including the challenges faced by the communities and students it serves (including part-time students; non-native English speakers; adult and reentry students; formerly incarcerated students; single parents; students impacted by housing and food insecurity; veterans; Dreamers; emancipated fosters; dual-enrolled high school students; lifelong learners);
- is visible, approachable, and active at CCC and in the surrounding community, building relationships that increase opportunities and success for students;
- practices cultural proficiency and moves comfortably in numerous and varied communities as a leader who builds strong relationships with grassroots, community-based, faith-based, and local government organizations;
- recognizes the value of functional, well-maintained and aesthetically pleasing facilities and grounds;
• has significant experience creating workforce development programs that proactively meet the needs of local business and industry, and supports community economic development programs and services of CCC;
• has knowledge and experience in the use of technology in higher education in promoting student learning and administrative efficiency;
• models high standards of performance, honesty, integrity, caring and compassion, and inspires and expects the same from classified professionals, faculty, and administrators;
• has experience with interest-based bargaining and a demonstrated commitment to transparency and regular communication with all college constituencies in an union environment;
• works with college leaders to resolve controversial issues and problems in a timely manner utilizing input from constituent groups;
• engages with students and supports student development activities;
• demonstrates effectiveness and commitment to diversity, equity, inclusion, and equal employment opportunity;
• engages in restorative college-wide conversations around racial justice as it relates to collegiality, hiring practices, and student-facing interactions and collaborate with the campus community to implement equitable, anti-racist practices;
• understands and actively fights systemic racism through policy and procedure changes;
• builds coalitions between affinity groups and promotes collegial courageous conversations that lead to increased tolerance, inclusion, and unity;
• has successfully led an institution of higher education through the integrated planning and accreditation processes.

Minimum Qualifications

• A master’s degree from an accredited college or university is required.
• A minimum of five years of senior-level management experience, preferably in a community college environment.
• Three years of full-time teaching or student services experience. Current or prior experience as a college president or the equivalent may be used in lieu of other management, teaching or student services requirements.
• Demonstrated sensitivity to and understanding of diversity in the workplace and educational environment.
• A valid Class C California Driver’s License.

Desired Qualifications

• An earned doctorate from an accredited college or university is preferred.
• Demonstrated accomplishments supported by data in the areas of diversity, equity, and inclusion within the workplace and educational environment.

The Application Process

• To ensure full consideration, qualified candidates must submit a complete online application (references to résumés or other uploaded documents within the online application will be considered an “incomplete” application; if any section does not apply, please enter “N/A”). The following document(s) should be assembled prior to completing the online 4CD Application (these will need to be uploaded with your application):

In a Letter of Application, not to exceed five pages, a candidate will succinctly state how s/he would address the opportunities and challenges, and desirable qualifications outlined in the job announcement. Candidates should cite specific examples from background and experience to demonstrate knowledge and expertise necessary for this position. The letter of application should indicate to what extent personal qualities and professional characteristics and skills match the desirable characteristics sought for this position.

In a two to three page statement, explain how you would hold yourself and the College accountable for closing equity gaps and improving student outcomes in an atmosphere of limited resources, shifting State funding models, and unpredictable conditions as we transition from remote instruction back to face-to-face teaching and student services.

Professional references must be provided within respective section of online application. Preferably, references are to be from current and former institutions. References will not be contacted without a candidate’s permission. Candidates must provide seven professional references which include the name, telephone number, and e-mail address for each of the following:

- 1 supervisor;
- 1 management level colleague;
- 1 reporting support staff member;
- 2 faculty members;
- 1 student leader; and
- 1 community member.

Application Deadline: To be considered in first review, applications must be submitted online (www.4cdcareers.net) with all requested documents by April 8, 2021 (11:59 p.m. Pacific time). Please review the posting in its entirety and allow time to upload requested documents. Only complete online applications will be reviewed by the committee following the deadline date.

All inquiries and applications will be held in the strictest confidence.

Important: To ensure consistency and fairness to all candidates, please do not submit materials other than those requested (i.e., personal photo, articles you’ve written, etc.). Please only upload requested documents using respective document name labels. Uploading extraneous materials, unless specifically requested within this posting, may result in your application not being reviewed.

Application materials sent via mail, fax, or e-mail will not be accepted.

Note that correspondence may be sent to you via e-mail. Interview invitations will be via personal phone calls.
Dr. Brice W. Harris, who is working with the Chancellor and Governing Board of 4CD, will be supporting CCC and 4CD in the search and selection process. Any questions or confidential inquiries about 4CD, CCC, or the search process may be directed to:

- Dr. Brice W. Harris, 916-715-7272 or harrisbrice@att.net

For questions about the status of the process, or technical issues related to the application process, please contact:

- Dr. Sophia Lever, Recruitment and Classification Analyst, slever@4cd.edu

Finalists

- Candidates selected as finalists for this position will be asked to participate in a public college forum as part of the search process.

Compensation/EEO Statement

Compensation: Salary and benefits package is highly competitive and commensurate with education and experience.

EEO Statement: It is 4CD’s policy to ensure that all qualified applicants for employment and employees have full and equal access to employment opportunity, and are not subjected to discrimination in any program or activity of 4CD on the basis of ethnic group identity, race, color, ancestry, religion, marital status, sex, national origin, gender, gender identity, gender expression, age, sexual orientation, physical or mental disability, medical condition, genetic information, veteran status, parental status, citizenship or because an individual is perceived to have one or more of these characteristics or based on association with a person or group with one or more of these actual or perceived characteristics.

Recruitment Timeline for CCC President

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<thead>
<tr>
<th>DATE</th>
<th>ACTION</th>
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<tbody>
<tr>
<td>2/25/21</td>
<td>Position profile posted - application submissions process begins</td>
</tr>
<tr>
<td>4/8/21</td>
<td>First review of submitted job applications</td>
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<tr>
<td>4/27-28/21</td>
<td>Screening committee conducts interviews</td>
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<tr>
<td>5/4/21</td>
<td>Candidates will attend open forum session with college community</td>
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<tr>
<td>5/5/21</td>
<td>Final campus interviews with Chancellor and his team</td>
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<tr>
<td>6/23/21</td>
<td>Governing Board approval of hire for President, Contra Costa College</td>
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<tr>
<td>7/1/21</td>
<td>New President, Contra Costa College will begin transition activities</td>
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Committee Membership by Constituent Representation

2 Management representatives
1 United Faculty representative
3 Academic Senate representatives
1 Local One representative
2 Classified Senate representatives
1 Associated Student Body President representative
1 Community representative
2 Management representatives
1 District EEO Advisory Committee representative

**Official Job Description**
https://www.4cd.edu/hr/recruitment/class-specs/executive/President.pdf

**Additional Links** –

**Educational Master Plan:**

**Facilities Plan:**

**Student Equity Plan:**

**Accreditation:**
https://www.contracosta.edu/about/accreditation/

**Technology Plan:**

**Budget:**
https://www.4cd.edu/business/budgetreports/2020-2021/2020-21%20Adoption%20Budget.pdf

**City of Richmond:**
http://www.ci.richmond.ca.us/

**City of San Pablo:**
https://www.sanpabloca.gov/

**Contra Costa County Office of Education:**
http://www.cccoe.k12.ca.us/

**West Contra Costa Unified School District:**
https://www.wccusd.net