



TEMPLE COLLEGE

Presidential Search

Temple, Texas





OUR COLLEGE

*F*ounded in 1926, Temple College has blended a rich history spanning more than eight decades with unprecedented progress in the transformation of its campuses, programs, and services to meet the needs of a multi-county service area. Many of its programs have received national and even international recognition; many of its students have reached the highest levels of professional achievement. Our commitment is quite simple, to make a difference in the life of each student.

The Temple College service area covers parts of Bell, Williamson and Milam Counties. Located in one of the fastest growing areas of Texas, TC has experienced a steady enrollment growth over the past 10 years. An increase of more than 20% in credit class enrollment over the last two years is one of the largest in the state.

A leader in higher education, Temple College has developed innovative programs and educational models which have won numerous national and state awards including the prestigious Bellwether Awards and Workforce Best Practices Awards. Students also have reached the highest levels of achievement in academics, music, art, and athletics.

Temple College enjoys strong community support, both in Temple and in the communities it serves. Initiatives such as the Health Sciences Center and Clinical Simulation Center and the Texas Bioscience Institute are the result of complex partnerships with the Texas A&M Health Science Center College of Medicine, Scott & White Hospital and Clinics, other local hospitals, medical research facilities, the Temple Health and Bioscience District, the City of Temple, the Temple Economic Development Corp., local and area school districts, and colleges and universities. In addition, TC has multiple partnerships in the communities of Cameron and Taylor.

With an enrollment approaching 5,000 credit students, the College is large enough to maintain a flexible and varied program, yet small enough to provide personal attention to students' needs. In addition to a strong academic transfer program, Temple College offers associate degree and certificate programs in health professions, career and technical fields, extensive community education classes, workforce training, and adult education programs. Traditional day and evening classes as well as online and hybrid credit classes are available.

The beautifully landscaped 106-acre main campus in Temple is a designated Arboretum. Facilities include a state-of-the-art health sciences center, nursing education center, performing arts center, student apartment housing, fitness center, and a sports complex. A new Science Laboratory Building is under construction. The Downtown Center and Business Incubator and the new Texas Bioscience Institute are located a short drive from the main campus.

Temple College also operates educational centers in Taylor and Cameron which serve the rural areas of Williamson and Milam counties. The Taylor Center opened in the fall of 1997 to serve the East Williamson County area. The East Williamson County Higher Education Center, a multi-institutional teaching center, was established in 2007. The Cameron Education Center opened in January 2000 to serve the needs of Milam County and surrounding areas.





OUR COMMUNITY

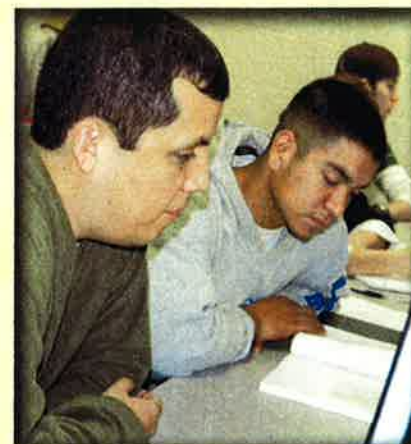
Temple College is located in Temple, (Bell County) Texas, a vibrant, progressive city of approximately 58,000 in Central Texas. Temple is recognized as a medical, education and research center. Within its boundaries are Scott & White Hospital and Clinics, King's Daughters Hospital and Clinic, Central Texas Veterans' Health Care System, Texas A&M Health Science Center College of Medicine, and USDA/ Texas A&M University Blackland Research Center. The city also has a broad industrial base and is home to several national and international manufacturing and distribution companies. The Temple Health and Bioscience District was recently established to support economic development in bioscience. Temple College also is part of the newly-established Temple Medical Education District.

Temple is conveniently located on the edge of the Texas Hill Country, just 60 miles north of Austin, and within easy driving distance to major metropolitan areas. Residents enjoy an excellent quality of life with good schools and churches, as well as many options for shopping, dining, entertainment and recreation. Excellent educational services are provided by public and private schools. Temple has numerous community parks and recreational areas, golf courses, and two large lakes within 15 miles of the city. Residents enjoy strong cultural arts programs including a civic theatre, professional symphony orchestra, cultural arts center and museums.



FACTS AND FIGURES

Full-time Faculty.....	93
Part-time Faculty	133
Professional and Support Staff.....	144
Credit student enrollment.....	4,787
2007- 2008 Operating Budget.....	\$27 million



Community Partnerships



CANDIDATE PROFILE

PRESIDENT

The Temple College Board of Trustees is seeking applicants for the position of President of the College. The Board is seeking an individual who understands the challenges and opportunities of a comprehensive community college. The President will be a dynamic leader and strategic thinker with a strong commitment to academic excellence and student success.

QUALIFICATIONS

The ideal candidate for the position will have:

- An earned doctorate from a regionally accredited university (consideration may be given to exceptional candidates currently pursuing a doctorate).
- Five years upper level college administrative experience with community college experience preferred.
- Experience working directly with college students, with college classroom teaching experience preferred.

The candidate will be expected to demonstrate:

- An understanding of, the commitment to, and the ability to articulate the role, philosophy, and mission of a comprehensive community college.
- The highest ethical and moral values.
- A commitment to quality learning experiences for students.
- A proven record of successful experience in fiscal management and resource development.
- A commitment to understand, respect, value and support a significantly diverse student body, community and service area.
- An ability to work effectively with accreditation processes, the state legislature, and other local, state and federal agencies.
- A successful record of developing and enhancing effective collaborations with business and industry, public schools, colleges and universities, and other local, civic and area partners.
- A commitment to participatory leadership, with demonstrated experience in organizational assessment, strategic planning and evaluation, and documentation of institutional effectiveness.
- A record of effectively dealing with and implementing change, while protecting the history, traditional and existing effective practices of the college.
- An understanding of and effective use of technology.

APPLICATION PROCESS

HOW TO APPLY

The Temple College Board of Trustees invite nominations and expressions of interest for the position of President. Nominations and applications will be accepted until the position is filled. However to ensure full consideration, individuals should submit a complete application prior to June 15, 2008. Confidential nominations or inquiries should be directed to.

Dr. John H. Anthony
(972) 540-0068
janthony@tx.rr.com

Applicants must submit a letter of application, detailed resume or curriculum vitae, and 5 names, addresses, and telephone numbers of professional references.

Preferred start date is August 15, 2008, but actual start date is subject to negotiation.

For submittal of application, additional information related to the position, a brochure, or campus information contact:

Randy Baca
AVP, Resource Management
Temple College Human Resources Department
Administration Building
2600 South First Street
Temple, Texas 76504
Phone: 254-298-8582
FAX: 254-298-8587
E-mail: randy.baca@templejc.edu
Or visit our website at <http://www.templejc.edu>



PRESIDENTIAL SCREENING COMMITTEE

Essential Qualities: All Screening Committee Members should have a thorough knowledge of the College District and a commitment to its greater good, credibility with college faculty and staff, a willingness to devote the necessary time to the process, and the ability to maintain the utmost objectivity and confidentiality.

The responsibilities of the Presidential Screening Committee are to:

Understand and articulate the needs of the College from the perspective of their constituencies.

Be aware of the stated and preferred qualifications for the Presidential position.

Review the applications of all candidates who meet the minimum criteria for the position.

Evaluate applications and with the assistance of the Consultant, identify candidates to be interviewed.

Interview all finalist candidates and with the assistance of the Consultant make recommendations on finalists to the Board.

In carrying out its responsibilities it is important for the Screening Committee to consider the following:

Confidentiality - The absolute need for confidentiality must be assured and the ethical and legal implications cannot be overstated.

Objectivity - Depending upon whether we have applicants known to one or more members of the Screening Committee, objectivity can be more or less crucial, but always important.

Honoring Board Prerogatives - It is important that the Committee recommend candidates to be interviewed without ranking or otherwise suggesting preferences among the candidates. To this end, we recommend that finalists be chosen through discussion rather than numerical or other

ranking. We will provide tools necessary for the individual members of the Committee to evaluate the applicants for their own convenience.

Strict Adherence to Hiring Policy - Local, State and Federal guidelines on employment practices must be followed in formal and informal settings. The Consultant and the Associate Vice President of Resource management will be able to assist in identifying those policies and practices.

Background and Reference Checks - It is important that only the Consultant be involved in background and reference checks. We will, of course, conduct any legal inquiries the Committee, either as individuals or as a whole requests. This includes both credit and criminal checks on the finalist candidates.

Staying on Task - We know that the members of the Committee are busy people, and that time is valuable, so we will try to provide information that enables the most efficient use of time. Determining the parameters on discussion and deliberation time should be the prerogative of the Committee Chair.

SCREENING THE APPLICATIONS

When screening a candidate's application and supporting documents, it may help to keep notes on your impressions as you read. You may also wish to note questions you want the Consultants to explore as they gather information and check references.

Some specific areas to review:

Dates of Employment - review for gaps or overlapping in dates of employment.

Job Titles - titles mean different things at different institutions. For example, a dean of instruction at a smaller college may be the chief instructional officer, with equivalent duties as a vice president of instruction at a larger school: chief fiscal officer may equate to vice president of fiscal affairs, etc. If the title is vague to you, the Consultants will clarify the applicant's position within the structure of his or her current employer.

Administrative Experience - experience may vary from position to position as a result of the state's organizational structure. For example some college presidents may report to a state chancellor rather than a locally elected board. In other cases, the board may be advisory or appointed. The Consultants will identify those applicants where the administrative experience is different than that found in Texas.

Responsibilities - review carefully to determine if current and past responsibilities support those required for the Temple College's president. If they are vague or you believe they do not support your expectations for the successful candidate, note your concerns for further discussion.

Education - although the Consultants will have screened for you the degrees and accreditations list, you may have questions about specific degrees, degree requirements, etc.

Overall impressions - many factors may contribute to the overall impression you form of a candidate. Even the overall quality of the application responses and resume can be considered. Opinions should not be formed however, on the bases of age, gender, race, religion, national origin, disability or marital status. If you have questions about the appropriate or inappropriate factors to consider, please ask the Consultants.

PROPOSED TIME FRAME FOR TEMPLE COLLEGE PRESIDENTIAL SEARCH

Following is a proposed time line that should provide for the successful completion of the search and assure the president elects start date is in compliance with the ideal date as stated by the Board.

Search Time Frame	Activities To Be Completed In The Time Frame
April 14 - 25	Board approves the operating approach and search process and candidate requirements (academic preparation, professional experience, personal and professional characteristics).
April 25 - May 1	Personnel and College Relations prepare materials, (brochures, applications, letters, etc.) place ads and distribute mailings by May 1.
May 1 - June 16	College and Consultant accept applications, solicit nominations from professional contacts, process files, evaluate files in progress, and eliminate applicants that do not meet stated minimum qualifications.
June 16 - 23	Consultant conducts workshop for Screening Committee and works with the Committee to reduce the number of candidates to a short list of 10 to 12.
June 23 - July 1	Consultant checks references of candidates on the short list and works with Screening Committee to reduce the number of candidates to a list of finalists, usually between 5 and 7. The Screening Committee makes its recommendations to the Board.
July 10 - 16	Consultant conducts in depth review of finalist's experience and qualifications, additional references - formal and informal are contacted. Finalist visit campus, Board interviews finalists, and receives reports on evaluations of candidates and feedback from campus visits.

INTERVIEW GUIDELINES

The purpose of the interview is not to verify the resume or application. It is to learn about the candidate, evaluate the candidate's ability to perform the job, and determine the "comfort level" with the candidate. Therefore questions should focus on ability, qualifications and experience to do the job.

Interviews are most effective when the applicant is put at ease and a friendly atmosphere is established. Under no circumstances should the interview become confrontational.

The applicant should do most of the talking.

All interviewers should be aware that certain questions are illegal.

It is essential that interviews focus on the applicants ability to perform the job

The list of questions should start with questions about the knowledge the person must have to perform the job.

The use of a structured list of questions to be asked of all applicants is highly recommended. This insures thoroughness and since each applicant is asked the same questions, is helpful in the avoidance of and defense to charges of unfair treatment or discrimination.

A standard list of questions should be prepared. They should include conversational, open-ended questions that encourage the applicant to provide information about his or her personal attributes. Questions should be open-ended. These may be used to assess the candidates ability to think, to formulate an organized response, and to communicate effectively.

CANDIDATE ASSESSMENT

SUGGESTED SCORING: The item value represents the importance of the item; the qualifications scale represents the analysis of the candidate's application. Item value times qualifications score will give a weighted number.

Item Value:

1. Minimally important
2. Moderately important
3. Highly important

Qualifications:

1. Barely qualified
4. Qualified
7. Outstanding qualifications

Required Qualifications:

Item Value X Qualifications = Total
 1-2-3 1-2-3-4-5-6-7

An earned doctorate from a regionally accredited university (consideration may be given to exceptional candidates pursuing a doctorate)

Five years upper level college administrative experience (community college experience preferred)

Experience working directly with college students (college classroom teaching experience preferred)

Preferred Characteristics:

An understanding of and commitment to the community college philosophy

The highest ethical and moral values
