

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
Board of Trustees – Special Meeting –  
May 17, 2010 – 6:00 p.m. –  
Conference Room 319, Third Floor, Spruce Street District Office,  
1533 Spruce Street, Riverside, California 92507

AGENDA

ORDER OF BUSINESS

Pledge of Allegiance

I. Comments from the Public

II. Closed Session

- Pursuant to Government Code Section 54957.6, Conference with Labor Negotiator; Agency Designated Representative: Brad Neufeld, Best, Best & Krieger LLP; Unrepresented employee: Chancellor.

**Recommended Action: To be Determined**

III. Chancellor's Job Description

- Recommend accepting the Chancellor's job description.

**Recommended Action: Accept Chancellor's Job Description**

IV. Board of Trustees Annual Self-Evaluation

- The Board members and Chancellor Gray will conduct their annual self-evaluation.

**Recommended Action: Conduct Board of Trustees Annual Evaluation**

V. Adjournment

Anyone who wishes to make a presentation to the Board on an agenda item is requested to please fill out a "REQUEST TO ADDRESS THE BOARD OF TRUSTEES" card. However, the Board Chairperson will invite comments on specific agenda items during the meeting before final votes are taken. Please make sure that the Secretary of the Board has the correct spelling of your name and address to maintain proper records. Comments should be limited to five (5) minutes or less.

Anyone who requires a disability-related modification or accommodation in order to participate in this meeting should contact Heidi Wills at (951) 222-8801 as far in advance of the meeting as possible.

Any public record relating to an open session agenda item that is distributed within 72 hours prior to the meeting is available for public inspection at the RCCD District Chancellor's Office, Suite 210, 1533 Spruce Street, Riverside, California, 92507.

RIVERSIDE COMMUNITY COLLEGE DISTRICT

Report No.: III

Date: May 17, 2010

Subject: Chancellor's Job Description

Background: At the December 8, 2009 special Board meeting Trustee Green and I were given the charge to develop the Chancellor's Job Description. She and I have worked together to develop the attached description.

Recommended Action: It is recommended that the Board of Trustees accept the Chancellor's job description as presented.

Gregory W. Gray  
Chancellor

Prepared by: Gregory W. Gray  
Chancellor

## RIVERSIDE COMMUNITY COLLEGE DISTRICT MANAGEMENT POSITION DESCRIPTION

**JOB TITLE:** Chancellor

**BASIC FUNCTION:** The Chancellor is the Chief Executive Officer of the District and reports to an elected five-member Board of Trustees and therefore must work well and closely with the Board and assure Board policies are articulated, enforced and evaluated. The Chancellor is responsible for all operations of the District and ensures that the District is administered in accordance with the policies adopted by the Board of Trustees, California state law and federal law. In this role, the Chancellor provides leadership in planning, resource acquisition, and the resolution of jurisdictional issues and conflicts among campuses and centers.

**SUPERVISORY RESPONSIBILITIES:** Supervises and directs Presidents, Vice Chancellors, and other administrators and staff as applicable. Must possess personal and professional characteristics and experiences consistent with the following:

1. Commitment to Students
  - A. Advocate for student success through support of teaching and learning.
  - B. Champion innovative programs and support services which engage all aspects of student life.
  - C. Must be approachable and an open leader who identifies with the needs of a diverse student body including a large traditional, non-traditional, and adult student body.
2. Leadership and Management Skills
  - A. Must be a unifier who will build trust, command respect and value the contributions of all.
  - B. Possess integrity and appreciates and values the contributions of others.
  - C. Is an institutional leader who will create an environment for empowerment, innovation, creativity and institutional excellence.
  - D. Provide visionary leadership and work in close partnership with the Board.
  - E. Communicate and listen to and articulate a shared vision for the District.
  - F. Manage and build an exemplary executive team and work in collaboration and partnership with the College Presidents.

- G. Encourage faculty, staff, administrators, students and other stakeholders to take initiative in improving the practices, programs and services in which they are involved.
  - H. Provide experience and leadership in strategic planning involving educational initiatives, district master planning activities, public and private partnerships, and legislative and governmental regulation.
  - I. Provide leadership in the utilization of the District bond funding – including using this local funding source to leverage other resources at the state level and in the private sector.
3. Governance, Collaboration and Transparency
- A. Value the contributions of all constituency groups.
  - B. Respect, empower and encourage the contribution of students and employees at all levels of the District.
  - C. Appreciate the role of the faculty in curriculum, academic and professional matters.
  - D. Must institute systematic participative processes to assure effective discussion, planning and implementation.
  - E. Assist the Board of Trustees in developing policies that promote and create a dynamic learning environment that is accessible, relevant, and beneficial to students and the larger community.
  - F. Establish an environment that demonstrates a commitment to diversity, equity and equal employment opportunities.
4. Technology
- A. Encourage innovation and the efficient and effective use of technology to improve services throughout the District.
  - B. Continue the effective integration of the District's information technology systems.
  - C. Facilitate innovation and state-of-the-art educational technologies to improve student success and student support services.
5. Community Outreach
- A. Connect, collaborate with, and serve the various components of the community by developing effective relationships.

- B. Develop outside funding sources for District and work with the college foundations to identify resources.
- C. Support workforce development and life-long learning.
- D. Develop partnerships with business and industry.

### Opportunities and Challenges

The Chancellor of the Riverside Community College District is a visionary who will unify and inspire the faculty, students, staff and administrators of Moreno Valley, Norco, and Riverside City Colleges and the District in successfully assessing and addressing the following opportunities and challenges:

1. Provide leadership to a large and complex multi-college district committed to student success by providing quality instructional programs and support services while serving an increasingly diverse population.
2. Bring all stakeholders together to find the right balance between the autonomy of each college and the institution of District-wide systems to strengthen services to students, foster innovation, and support institutional excellence.
3. Lead the District through a comprehensive strategic planning process to determine long-term needs, priorities and develop implementation plans.
4. Strengthen ties with local communities, businesses and industries, colleges and universities, K-12 schools and other entities.
5. Establish a District-wide process to ensure resources and practices that support student learning and pursue institutional excellence and improvement.
6. Identify new sources of revenues and funding especially during a period of significant economic downturn, determine the capital and facility needs of the District, and consider the feasibility of undertaking bond initiatives.
7. Demonstrates a passion for educational quality and feels comfortable with the collaborative process utilized in shared governance and interest-based bargaining.
8. Embraces the challenges faced in providing comprehensive, quality higher education programs that are responsive to the needs of the Inland Empire – one of the nation’s fastest growing regions, with accompanying fluid economic trends.
9. Provide guidance, leadership and inspiration to make RCCD the best community college in the country.

**EDUCATION:** Masters required. A terminal doctorate degree from an accredited college or university, or unique leadership experience relevant to the position is strongly preferred.

**EXPERIENCE:** Senior administrative experience in progressively responsible positions – as well as teaching experience in higher education.

**LICENSES/CERTIFICATIONS REQUIRED:** None

**KNOWLEDGE OF:** Administrative procedures and practices at the community college level.

**DESIRABLE CHARACTERISTICS AND SKILLS:**

- An earned doctorate is preferred from a regionally accredited institution of higher learning;
- Senior executive level experience in a multi-college and complex district environment;
- Teaching and/or faculty experience at an accredited institution of higher learning;
- Dedication to principles of academic freedom;
- Experience with collective bargaining, labor contracts, and labor law.

**OTHER:** Demonstrated sensitivity to and understanding of the diverse academic, socio-economic, cultural, disability, and ethnic backgrounds of community college students.

**WORKING CONDITIONS:** Normal office environment.

RIVERSIDE COMMUNITY COLLEGE DISTRICT

Report No.: IV

Date: May 17, 2010

Subject: Board of Trustees Annual Self-Evaluation

Background: On April 28, 2010 each Board member was provided with an evaluation packet that included Board Policy 2745 – Board Self Evaluation, a self-assessment tool, a summary of Board activities from June 2009-May 2010, and a copy of the results from the Board Self-Evaluation that was reported out at the June 16 2009 regular Board meeting.. The Board members returned the self-evaluation tool and staff have taken it, along with the summary, and categorized the information provided into the seven dimensions of effectiveness contained with the Board’s policy for your use.

Recommended Action: It is recommended that the Board of Trustees discuss the results of their self-evaluation as compiled by District staff.

Gregory W. Gray  
Chancellor

Prepared by: Gregory W. Gray  
Chancellor