

September 1, 1998

Dear Community College President/Administrator:

The System Office will implement the Institute for Senior Administrators (ISA) in December 1998. This new institute is similar to our Institute for Future Presidents (IFP); however, its purpose is different. The purpose of the ISA is:

to provide the president/colleges a more competent/experienced group of candidates to select from when filling a senior administrative position.

In our community college system, 240 positions are identified as Senior Administrators. These positions include such titles as Executive Vice President, Vice President, Dean, or Chief. Many of these positions will turnover in the next three years. We will prepare for the future leadership needs of colleges by developing competent and committed individuals. **In October 1998, we will select 25 community college managers/professionals. The ISA will provide them skills and practical experiences to be highly competitive for senior administrative roles.**

The 1998-99 ISA program requires participation in December, March, and July. Participants will be exposed to college budgeting procedures, distance learning methods, leadership skills, workforce development assessment, and senior-level positions. Internships will be designed for job exposure. A state-wide advisory committee will assist in planning the program.

The System Office will provide \$1,000 travel expenses for each participant. The participants' college Tier A fund is asked to allocate \$500. The attached description and application is for follow-up and distribution. ***Deadline for applications is October 14, 1998.***

Please note colleagues who are senior administrators are ***not*** eligible. We are seeking professionals who want to advance their career within the community college system. **Our graduates are expected to be promoted in the NCCCS within two years.**

Your support as President, administrator, or applicant is critical to our success. Please nominate, apply, or provide this information to those you believe to be a strong candidate. If you have any questions, please call Kim Wiggs Gamlin or Bob Allen at (919) 733-7051. Thank you for your consideration and support.

Sincerely,

Bob Allen, Director
Professional Development

BA/jch
Attachment
c: H. Martin Lancaster

CC-98-262



Dr. Elizabeth L. Johns

**Institute For Senior Administrators (ISA)
North Carolina Community College System (NCCCS)
200 West Jones Street
Raleigh, NC 27603**

The Institute for Senior Administrators is an experiential institute for “*selected*” mid-level administrators in the community college system desiring to obtain senior-level administrative positions. The program consists of three modules with Module I and II lasting two and a half days and Module III concluding with a three and a half day summer session. Participants will become involved in campus projects, learn more about senior-level roles and responsibilities, be trained in campus managerial skills, assess career needs, and examine upcoming vacancies and opportunities in the community college system. Program graduates are expected to be active candidates for upcoming promotion opportunities within the system.

Objectives of the Institute:

- *How to examine and assess career goals* - This session will examine career choices, options, decision making, and opportunities within the NCCCS.
- *How to utilize leadership and team building skills* - This session will focus on individual leadership styles and how to be effective in group and team interactions.
- *How to facilitate distance learning technologies* - This session will focus on how to set up and utilize distance learning.
- *How to understand local budget planning* - This session will focus on FTE's and the role FTE plays in determining class size and instructor load.
- *How to resolve and administrative problem on campus* - This session will determine how campus policy is determined and implemented.
- *How the political and educational structure operates in North Carolina* - This session will examine the partnership between political and educational structures in the NCCCS.
- *How Presidents make decisions* - This session will examine how President's plan, promote and their vision for the future.
- *How to be competitive for future senior-level positions and opportunities* - This session will focus on qualities needed to obtain personal senior-level goals within the NCCCS.

Who Should Attend:

ISA applicants are highly motivated individuals with demonstrated competencies and a desire to obtain a senior-level position within the NCCCS within 0-2 years. The selection of applicants is competitive and is determined by a state-wide committee. Applicants should possess:

- A Master's Degree or equivalent
- Three to five years experience in a supervisory or management role (Preferably at a community college)
- Readiness and willingness for senior level responsibility in one's own or another college setting within 0-2 years.

Dates and Locations:

Tentative Institutes will be held:

Module I: December 3, 4, and 5, 1998 (Thurs.-Sat.); Raleigh, NC

Module II: March 18, 19, 20, 1999 (Thurs.-Sat.); Fayetteville, NC

Module III: July 8, 9, 10, 11, 1999 (Tues.-Fri.); Winston-Salem, NC

Cost:

Each participant will receive \$1,000 from the system office to cover program expenses. The participants' community college will contribute up to \$500 to support additional expenses.

Special Qualities:

- A unique opportunity for future leaders to mentor with senior-level administrators in various roles within the community college system.
- An institute that focuses on the practical/experiential role of senior-level tasks and responsibilities.

Procedure:

Four copies of the application, your resume, and a one page letter stating why you should be selected into this program must be received by October 14, 1998.

Send to:

Mr. Bob Allen
Director of Professional Development
North Carolina Community College System
200 West Jones Street
Raleigh, NC 27603-1379

For additional information please contact Kim Wiggs Gamlin at (919) 934-3051, ext. 227 or Bob Allen at (919) 733-7051, ext. 437.

INSTITUTE FOR SENIOR ADMINISTRATORS 1998-1999 APPLICATION

Please provide **all the requested information on this form**, and attach a resume. Do not substitute or attach materials other than those requested. Please type. Submit **four complete sets of this application, your resume, and a one page letter stating why you should be selected into this program** to the address indicated. Please do not submit faxed copies. All materials must be received no later than **October 14, 1998**. Applicants admitted to the Institute will be notified by October 30, 1998.

I. Personal Information:

Name: _____
(Last) (First) (Middle)

Title/Position: _____

Institution: _____

Address of Institution: _____
(Street)

(City) (State) (Zip Code)

Telephone: Work () _____ Ext. _____
Home () _____
Fax () _____

Please answer the following in detail.

- II.** *A minimum of three years of experience in mid-level administrative positions, such as departmental head, program chair, director, coordinator, or equivalent position is generally required. Describe your current position, including date which you began the position in one paragraph. Include any major changes or innovations for which you provided.*

(Over)

III. *Indicate Professional Development activities.* List significant workshops or other institutes completed. Do not include conference attendance.

IV. *Indicate involvement in professional activities at various levels.* List significant offices, accomplishments and membership in campus and professional organizations.

V. *Indicate advancement opportunities.* Please identify past/present positions applied for within the past two years. Please identify a specific position that you are interested in moving into in the next three years.

College endorsement will be required for individuals who are selected. Selected individuals will be need to have a letter of reference from an administrator and the endorsement of their President. This information **should not** be included at this time.

Signature of Applicant

Date