

September 10, 1999

Dear Community College President/Administrators/Tier A Coordinators:

The System Office will implement the next Institute for Senior Administrators (ISA) on November 30, 1999. The purpose of the ISA is:

to provide the presidents/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. Because many of these positions will turnover in the next three years, we must prepare for the future leadership needs by developing competent and committed individuals. **On October 27, 1999, we will select 25 community college professionals. During this fiscal year, we will provide them with experiences to be highly competitive for senior-level positions.**

The 1999-2000 ISA program requires three days of participation in November/December, March, and May. Participants will be exposed to college budgeting procedures, distance learning methods, leadership skills, and senior-level positions. Senior-level mentorships will be structured and a campus administrative project is required.

The System Office will provide \$1,000 travel expenses for each participant. The participants' college Tier A fund is asked to allocate \$200-\$500. The attached description and application is for follow-up and distribution. ***Deadline for applications is October 12, 1999.***

Please note, we are seeking professionals who want to advance their career within the community college system. **Our graduates are expected to be promoted in two - three 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. Colleges may have more than one nominee/participant. If you have any questions, please call 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

CC99-250

Dr. Elizabeth L. Johns

**Institute For Senior Administrators (ISA)
North Carolina Community College System (NCCCS)
5016 Mail Service Center
Raleigh, NC 27699-5016**

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. 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:

- C** *How to examine and assess career goals* - This session will examine career choices, options, decision making, and opportunities within the NCCCS.
- C** *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.
- C** *How to facilitate distance learning technologies* - This session will focus on how to utilize distance learning methods.
- C** *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.
- C** *How to resolve administrative problems on campus* - This session will examine how campus policy is determined and implemented.
- C** *How the political and educational structure operates in North Carolina* - This session will examine the partnership between political and educational structures in the NCCCS.
- C** *How Presidents make decisions* - This session will examine how Presidents plan and promote their vision for the future.
- C** *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/transfer into a senior-level position within the NCCCS. The selection of applicants is competitive and is determined by a state-wide committee. Applicants should possess:

- C** A Master’s Degree or equivalent.
- C** Three to five years experience in a supervisory or management role (Preferably at a community college).
- C** Readiness and willingness for senior-level responsibility in one’s own or another college setting within 0-2 years.
- C** Demonstration of leadership responsibilities and other skill-building behaviors which are needed to be promotable.

Dates and Locations:

Tentative Institutes will be held:

Module I: November 30, December 1, 2, and 3, 1999 (Tues.-Fri.); Raleigh, NC

Module II: March 8, 9, 10, and 11, 2000 (Wed.-Sat.); TBA

Module III: May 24, 25, and 26, 2000 (Wed.-Fri.); TBA

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:

- C A unique opportunity for future leaders to mentor with senior-level administrators in various roles within the community college system.
- C 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 before October 12, 1999.

Send to:

***Mr. Bob Allen
Director of Professional Development
North Carolina Community College System
5016 Mail Service Center
Raleigh, NC 27699-5016***

For additional information please contact Bob Allen at (919) 733-7051, ext. 437.

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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 memberships 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. Applicants need to have the endorsement of their President. This signature must be included at this time, as your selection includes institutional support, resources, time, and money.

Signature of Applicant

Date

Endorsement of President