

PRESIDENTIAL

SEARCH

JOB ANNOUNCEMENT

The Board of Trustees at Holmes Community College invites nominations and applications for the position of President of Holmes Community College.

Application Deadline:
Aug. 22 or until the position is filled

www.holmescc.edu
1-800-465-6374





Job Announcement

HOLMES COMMUNITY COLLEGE

Department: Administration FLSA Classification: Executive
Position Title: President
Reports to: Board of Trustees

SUMMARY:

Provides leadership for the institution through strategic planning, guiding Holmes Community College to provide innovative educational and cultural opportunities to its constituents through campus-based and distance education programs. The institution is committed to providing affordable, equal access to higher education in an attractive, secure, multi-campus environment. Serves as advisor to the Board of Trustees.

DUTIES AND RESPONSIBILITIES:

1. Manages and directs all the affairs of the college. Is responsible for the administration and enforcement of all adopted policies and regulations relating to the operation of the college.
2. With the counsel and cooperation of the faculty, the president prepares, adopts, and amends the program of studies.
3. Nominates all employees to the Board for election, determines and assigns their powers and responsibilities and supervises and directs them in the performance of same. Selects and employs all substitute and emergency teachers, pending a regular meeting of the Board.
4. Prepares, with the Vice-President of Financial Services, a financial budget for submission to the Board of Trustees for approval, amendment, and final adoption.
5. Is responsible for the safety, proper care, and use of all college property as far as means at his/her disposal permit.
6. Assists the Board in reaching sound judgment in establishing policies, places before the Board helpful facts, results of investigation, information, reports, and gives advice on technical matters.
7. Periodically reviews safety and security issues and reports needs to the Board.
8. Develops a working relationship with all county officials and county leaders within the district.
9. Manages the budget, with staff, to provide educational opportunities, both traditional and innovative, to traditional as well as non-traditional students.
10. Prepares and delivers a report each month to the Board of Trustees.
11. Develops a relationship with the Mississippi Community College Board and the community college presidents.
12. Fosters teamwork and involves others in the planning and decision-making process.
13. Helps to develop the athletic programs with specific attention being given to developing a balanced program in athletics (intercollegiate and intramural and other activities) to provide for the needs of all students who attend Holmes Community College.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Ability to plan, develop, coordinate, and consolidate multiple operating budgets.
- Ability to communicate effectively, both orally and in writing.
- Ability to gather data, compile information, and prepare reports.
- Knowledge of human resources concepts, practices, policies, and procedures.
- Knowledge of legislative budget process.
- Skill in examining and streamlining operations and procedures, formulating policy, and developing and implementing new strategies and procedures.
- Ability to analyze and interpret financial data and prepare financial reports, statement and/or projections.
- Ability to analyze budgetary expenditures for compliance with approved budget.
- Knowledge of organizational structure, workflow, and operating procedures.



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- Ability to make evaluative judgments.
- Ability to review and advise on the structure and potential impact of financial legislative initiatives.
- Ability to work with the state legislature and state oversight agencies.
- Knowledge of alternative operational and program funding mechanisms.

MINIMUM JOB REQUIREMENTS:

- Doctorate Degree from an accredited college or university required and
A minimum of Five (5) years of relevant experience that is directly related to the duties and responsibilities specified.
- Demonstrates leadership ability.
- Knowledgeable of the SACSCOC review process and ability to complete a successful review in 2015.
- Must reside at President's home on Goodman Campus.

PROCEDURE:

Application packet shall consist of the following documents, all hard-copy format:

- Cover letter expressing interest and qualifications for this position
- All unofficial graduate transcripts
- Résumé
- Three (3) letters of recommendation
- A list of five (5) references to include mailing address, telephone numbers, and email addresses
Please include current and immediate past employers.

The complete application packet must be postmarked no later than August 22, 2014, and mailed to the following address:

Presidential Search Committee
Holmes Community College
Post Office Box 399
Goodman, MS 39079

The successful candidate must be available to assume the position within a reasonable time. All finalists will be required to provide official college transcripts and submit to a background check. Salary is commensurate with education and experience. All applications are strictly confidential.

*Note: Spousal employment is not an option.

Questions regarding the application process should be emailed to presidentialsearch@holmescc.edu.

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COLLEGE HISTORY

Holmes Community College traces its origin to 1911 when plans were made to establish Holmes County Agricultural High School in Goodman, Mississippi. The town of Goodman provided 40 acres of land (along with free water from the community's artesian well) on the west side of town, and the Board of Trustees purchased an additional 42 acres adjacent to the original school location.

In 1922, the Mississippi State legislature permitted agricultural high schools scattered throughout the state to add two years of college work. In the 1925-26 school session the first year of college work was added; in the 1928-29, the second year. The school was then recognized by the Mississippi State Department of Education as a complete junior college, eligible to award the associate of arts degree.

Support of the college has grown from a single county, Holmes, to include Attala, Carroll, Choctaw, Grenada, Madison, Montgomery, Webster and Yazoo counties. This makes it the second largest community college district in the state. With the district's growth, opportunities for service brought the college to evaluate its ability to provide educational and cultural opportunities within such a diverse sphere. This assessment resulted in 1985 of the opening of the Ridgeland Campus, located in Madison County and adjacent to the rapidly growing north Jackson metropolitan area. In addition, the Grenada Center, located in an expanding industrial and recreational area in the northern part of the district, opened the same year.

The Grenada associate degree nursing program was established in 1982. It has been state accredited since its inception.

In 1988, Holmes Junior College's Board of Trustees took the first step to change the school's name to Holmes community College. Considering the institution had retained its original name for over 60 years it was a momentous decision, while at the same time illustrating an inescapable observation. The district, its students and the overall demographic makeup had changed to the extent that the new name would more effectively mirror the population Holmes had come to serve throughout the district.

The Ridgeland and Grenada facilities provide a wide array of academic and vocational/technical programs and serve as continuing education and cultural activities centers. The Goodman Campus continues to offer post-secondary education opportunities in a traditional residential setting. Attala Educational Center in Kosciusko, dedicated in the fall of 1997, makes it possible for the college to provide academic and work training for those in and around Attala County.

Although Holmes' history is an integral part of the institution, the college continues to maintain a forward-looking stance by participating in a continuous cycle of assessment and planning. Knowledge gained through this effort is ongoing and constantly permits improvements and upgrading of the college's services.

With an annual operating budget of over \$50 million, Holmes Community College has the resources to deliver educational services utilizing a variety of instructional methods and to provide ancillary services and activities that

enhance the college environment. The college faculty, staff and administration constantly strive toward excellence. Well trained and committed, they exhibit leadership roles on the campus as well as in local, state and national organizations.

MULTI-CAMPUS SETTING

The main emphasis in the organization and administration of the Holmes Community College District is that it is a single, institutional entity with three campus locations and additional outreach. The relationships found at each location are the same as if they were at one location. The same general policies, philosophies of operation, purposes and objectives, as well as the same procedural methods, apply to all locations equally.

The enrollment at Holmes Community College has continued to rise over the last 20 years. For instance, the fall enrollment in 1989 was listed at 1,986 for all locations. The enrollment for Fall 2012 was 6,282, which was a 217 percent increase.

The number of full-time students in Fall 2012 was 4,404 with a racial makeup of 50 percent African American to 48 percent Caucasian.

Holmes' main campus is located in Goodman, which is located in the southeastern part of Holmes County. The campus is composed of 196 acres and 31 principal buildings.

The central offices for the administration of the HCC District are found on the Goodman Campus. Personnel with district-wide responsibility include the President, VP of Financial Services, VP for Academic Programs, VP for Career-Technical Education, VP of Workforce Development, Director of Business Services, Director of Information Technology, Director of Human Resources, Director of Public Safety, Director of ABE/GED, Director of Admissions and Records, Director of Financial Aid, District Librarian, VP of Institutional Research and Student Affairs, and District Director of Communications.

Programs available at Goodman include university-parallel along with the following career-technical programs: Business and Office Technology, Engineering Technology, Collision Repair Technology, Automotive Technology, Heating, Venting and Air Conditioning Technology, Cosmetology, Welding and Practical Nursing.

The Goodman Campus is the only campus with dormitories and houses all athletic programs except soccer, which is located on the Ridgeland Campus.

The Grenada Center is situated near picturesque Grenada Lake, which lies some 90 miles south of Memphis on I-55. The campus sits on some 14 acres in the heart of the city.

The Center houses both a practical nursing program and an associate degree nursing program. Career-technical programs include Engineering Technology, Maintenance Technology, Emergency Medical Technology, Precision Machining Technology, Conservation Law Enforcement Technology, Heating, Venting and Air Conditioning Technology, Criminal Justice Administration Technology, Forest Technology, Business and Office Technology, Information Systems Technology and Surgical Technology. A Physical Therapy Assistant Technology program is being developed at Grenada as well.

The academic programs are designed to make available high quality educational programs that are parallel to the first two years of senior college or university work in as many fields as practical at a minimum cost to the student.

The Ridgeland Campus is located two miles north of Jackson and one-half mile north of the Natchez Trace and I-55.

The campus is home to Holmes' largest student enrollment and offers university-parallel programs and the following career-technical programs: Emergency Medical Technology, Engineering Technology, Business and Office Technology, Criminal Justice Administration Technology, Information Systems Technology, Funeral Service Technology, Paralegal Technology, Industrial Maintenance, Occupational Therapy Assistant, Practical Nursing and Associate Degree Nursing. A Surgical Technology Program is being developed at Ridgeland as well.

The academic programs are designed to make available high quality educational programs that are parallel to the first two years of senior college or university work in as many fields as practical at a minimum cost to the student.

The Attala Educational Center in Kosciusko was built in 1997 on property owned by Montfort Jones Hospital. The center provides a wide variety of noncredit training, including computer classes for both the public and the community, workforce training for business, continuing education classes and credit classes for the community. The center also serves as headquarters for the Adult Basic Education and GED preparation classes. The College is also in the process of finalizing plans for the renovation of a new facility in Kosciusko in the Old Milwaukee Tool Building.

COMMUNITY

According to 2010 Census information, the Holmes Community College district has some 224,258 residents with Madison County being the largest county with 95,203 residents. Yazoo County is the next at 28,065 while Grenada County has 21,906; Attala, 19,564 and Holmes, 19,198. Of the 224,258 residents, 165,839 are 18 years or older.

Located some nine miles south of Durant, the town of Goodman was settled about 1860 and named for the president of the Mississippi Central Railroad, Walter Goodman.

Once the railroad was built, residents moved into Goodman and settled. The town was first chartered in 1865 and then rechartered in 1878.

With the Goodman Campus located in the central part of Holmes' district, both the Ridgeland Campus and the Grenada Center serve as bookmarks on the extreme north and south ends of the district.

The Ridgeland Campus is located in Ridgeland, which is Madison County's most populous city with 24,047 residents according to the 2010 Census.

The Natchez Trace, a 460-mile trail that stretches from Natchez to Nashville, makes its way through the heart of Ridgeland while the Ross Barnett Reservoir creates many opportunities for special events and festivals. Because of the Trace, it makes sense that persons have inhabited the area for hundreds of years.

In 1805, the Choctaw Indian Agency was located on the Natchez Trace in the area which is now Ridgeland. James B. Yellowley of South Carolina purchased the "Ridgeland area" in 1853. In 1896, Edward M. Treakle and Gorton W. Nichols, Chicago realtors, purchased the area. They laid out a town site, which they named Ridgeland. The area has continued to prosper and grow in residents. In 1980, the population was 5,000 and is now home to well over 20,000 residents.

Holmes' Grenada Center is the district's furthest location to the north. The city of Grenada is home to 13,092 residents, according to the 2010 Census, and is located in Grenada County.

Grenada County was formed by an act of the Legislature on May 9, 1879, from lands taken from Carroll, Choctaw, Tallahatchie, and Yalobusha counties. The city of Grenada, which was incorporated on February 27, 1836, was the largest town among the four counties, and it was the natural choice to serve as the new county's seat of government.

The land from which Grenada County was formed was a part of the Choctaw Indian lands ceded to the United States under the Treaty of Dancing Rabbit Creek in 1830. The earliest known white settlers there were missionaries who established an Indian mission school in 1815 near what later became the town of Elliot.

The Attala Educational Center is located in Kosciusko, which according to the 2010 Census had 7,402 residents and is located in Attala County.

Originally known as Red Bud Springs, Kosciusko is one of the oldest remaining settlements on the Natchez Trace. The community was an Indian campsite and later was home to a tavern and inn in the late 1700s.

In 1801, the Natchez Trace became a post road "mail route," increasing traffic. While marching in the War of 1812, Andrew Jackson and his troops camped here as well.

Kosciusko, named after Tadeusz Kosciuszko, a Polish general who served as a military engineer in the American Revolution War, is the site of the annual Natchez Trace Festival and is home to Oprah Winfrey.

