



CITY COLLEGE

MONTANA STATE
UNIVERSITY BILLINGS



Inviting Applications and Nominations for
DEAN OF CITY COLLEGE

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at MONTANA STATE UNIVERSITY BILLINGS

Montana State University Billings, a comprehensive university awarding undergraduate and graduate degrees, has launched a national search for the **Dean of City College**. The Search Committee invites applications, nominations, and expressions of interest for this academic leader who will be charged with leading the two-year community college at MSUB located in the state's largest city.



The Opportunity

Montana State University Billings continues a 91-year tradition of educational access, teaching excellence, civic engagement, and community enhancement in an urban setting. The University serves nearly 4,400 undergraduate and graduate students and awards nearly 900 degrees annually. The rate of job placement of graduates is 96 percent.

City College at MSU Billings is a rapidly growing institution that serves as the two-year community college arm of the University. The College offers workforce and applied technical and career education via industry workforce training, certificate and associate of applied science programs, and university-transfer opportunities via associate of science and associate of arts programs.

To ensure that students are prepared to meet the changing dynamics of business and industry, the programs taught at City College at MSU Billings are continually reviewed. Presently, eighteen Associate of Applied Science (AAS) degree programs, two Associate of Arts (AA) programs, five Associate of Science (AS) programs, one ASN (RN) program, and eleven certificate of applied science programs are offered.

Students enrolled in AS, ASN, and AA programs have articulated options with other colleges within MSU Billings and across the state to continue their education toward a baccalaureate degree and beyond. Students enrolled in AAS degrees may pursue their baccalaureate through either a Bachelor of Applied Science degree or a Bachelor of Liberal Studies degree option.



Specialized programs can be developed at the request of individuals and employers and are conducted on the job site or on campus.

Enrollment at City College annually exceeds 1,500 full-time and part-time students. Professional training and continuing education classes are provided to more than 2,000 individuals from many different industries.

City College has an outstanding faculty, who are highly qualified with expertise in their specialty and work experience in their field. As academic advisors to students in their programs, faculty members follow students' progress and monitor the courses and credits needed to complete a program of study.

This position is an opportunity for a dedicated experienced academic administrator to lead a growing, vibrant two-year college within a supportive and innovative comprehensive university.

The Position

Reporting to the MSU Billings Academic Vice Chancellor and Provost, the Dean serves as the chief administrative officer of City College. The Dean exercises college-wide responsibilities including academic, financial, and administrative operations and directions of the college.



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Mission

The mission of City College at Montana State University Billings is to be the College of first choice, dedicated to the development of workforce capacity by providing top quality learning opportunities and services to meet a variety of career choices and customer needs by being responsive, flexible, and market-driven.

In order to take City College to the next level of two-year community college post-secondary education, the Dean must demonstrate proactive leadership. The Dean also must have management skills and the ability to envision, plan, and implement strategies for continued improvement in every area of the institution, including assessment and curricular revision and expansion.

The Dean is responsible for ensuring the college has a clear plan for developing and maintaining market-responsive and educational pathway initiatives within the college. With the full support of the Chancellor and Provost, the Dean plays a critical role in positioning the college to serve as a partner in supporting economic development efforts of the community and region by providing a supportive role in the development of market-responsive workforce training programs and university transfer opportunities.

Montana State University Billings is committed to Continuous Quality Improvement of all services, programs, procedures, and interactions that employees have with students, family

members, staff, faculty members, community partners, colleagues, and guests. The Dean is expected to participate in efforts to continually improve the delivery of services for all constituencies served by the college.

Leadership Responsibilities:

- Provide visionary leadership focused on ensuring academic excellence, preparing an employable workforce, furthering student success, and creating a learning-centered environment.
- Promote teaching, learning, and student success through innovative approaches to basic skills development, four-year transfer programs, vocational programs, workforce development programs, and student support services.
- Advocate successfully for City College to local, state, and national officials, and individual donors to enhance funding for educational programs and services, facilities, and resources that enable the college to serve students and attract and retain the high-quality faculty and staff for which it is known.

- Forge strong partnerships and coalitions within MSU Billings, the greater community, and with area leaders and representatives of business, industry, and governmental and educational institutions (K-16).
- Develop and expand programs and services that are accessible to community residents throughout the greater Billings and Yellowstone service area, including the region's Native American population.
- Lead collaborative efforts to meet the demands for new and expanded technical vocational programs and workforce training that produce a skilled workforce able to earn a sustainable living.
- Lead collaborative efforts to move forward the community college initiative including planning, partnership building, pathways, and potential future community mill levy passage.
- Develop a cohesive leadership team that shares the vision, mission and tradition of excellence for which MSU Billings is known.
- Assure a climate of participatory governance and collaboration with all internal constituencies.

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- Create and promote a campus climate that respects and values the diversity, dignity, and contributions of all people.

Management Responsibilities:

- Oversee the development of the City College annual budget and ensure the college operates under a balanced budget.
- Supervise managers and activities of grant-funded programs.
- Supervise direct reports, including:
 - Associate dean, providing support to ensuring success in all academic, programmatic, and accreditation goals of the college
 - City College department chairs
 - Nursing director
 - Director of administrative operations, providing support to ensure proper building operation, safety, budgeting, compliance with fiscal standards, and federal and state grant guidelines
 - Director of workforce and resource development, supporting grant writing and workforce development activities
 - USDOL TAACCCT grant principal investigator
 - Montana Career Pathways Director
 - Administrative assistant to the dean
- Oversee part-time, temporary, renewable non-tenure track, tenure track, and post-tenure track faculty evaluations.
- In collaboration with the Director, supervise the Montana Career Pathways program, acting as liaison between City College and high schools in the Billings community, Yellowstone County and the central region of Montana.
- Serve as primary liaison between City College and the Extended

Campus, Office of International Studies and Outreach, and other academic colleges within the University to promote collaborative program development and educational pathway opportunities.

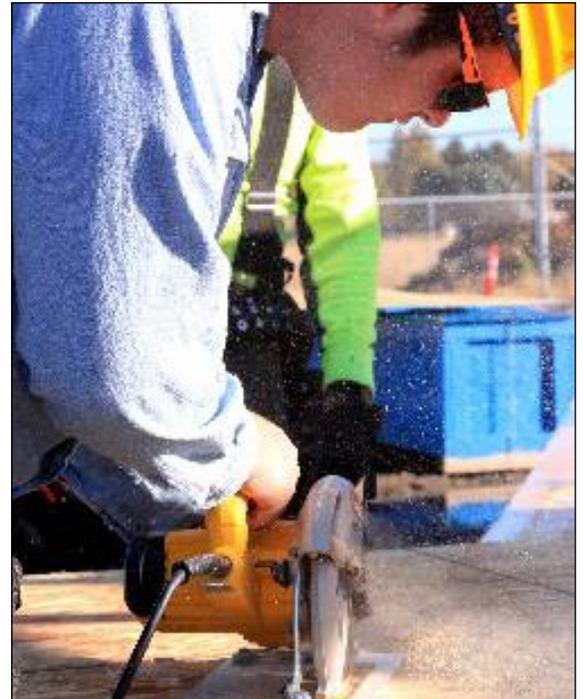
- Encourage the expansion of curricula to include employer-focused programs by guiding the College to adopt a more demand-oriented strategy of program development, and have programs in place to meet present demands and rapidly respond to future demands when they arise.
- Ensure the college operates within a culture of evidence, through regular monitoring of formal and informal assessment measures.
- Strengthen assessment measures throughout all programs, and ensure use of assessment data in curricular changes and revisions.
- Disseminate information concerning the college's successes and challenges to the college faculty and staff, the provost and national advisory board on a regular basis.
- Establish and maintain public relations initiatives and serve as the spokesperson for the college.

Qualifications

Candidate must have a doctorate degree from a regionally accredited university and a record of accomplishments in innovative educational leadership.

Other requirements include:

- Experience in business and industry
- Experience with broad-based and progressively responsible administrative experience and



responsibility in a regionally accredited community college or vocational/technical institution

- A record of accomplishments in innovative educational leadership
- Knowledge of current major issues facing community and technical colleges
- Understanding of teaching and learning practices in community, vocational, and technical college environments
- Knowledge of issues of diversity and multiculturalism
- Strength in communication and human relations
- A proven track record of leadership in obtaining private support, federal funding, and grant support for programs and services in public post-secondary educational settings
- A strong record of community involvement and leadership
- Excellent capabilities in planning,

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decision making, and problem solving

- An understanding of collective bargaining as a component of personnel management

Preferred Qualifications

- Five years of administrative experience in a regionally accredited community college or vocational/technical
- Academic and professional qualifications to teach and contribute professionally to one or more of the disciplines offered at MSUB City College
- Technical expertise to effectively advocate for the use of technology to facilitate and enhance the quality of learning
- An accomplished fiscal administrator and strong academic leader
- Knowledge and experience regarding required and specialized accreditations
- Experience leading the development of high-wage, high-skill programs to meet community economic needs
- Knowledge and experience in developing and implementing outcomes-based assessment strategies
- Knowledge of and experience with online educational programs and services
- Knowledge of, and experience in, implementing performance-driven accountability standards

Montana State University Billings

Since 1927, Montana State University Billings, formerly known as Eastern Montana College, has been an integral part of the Billings community,



providing an outstanding student-centered learning environment. Students receive a well-rounded education and training for Associate's, Bachelor's and Master's degrees for careers through the University's five colleges: Arts and Sciences, Business, Allied Health Professions, Education, and City College.

MSU Billings is comprised of two campuses: the University campus and the City College at Montana State University Billings campus.

The University campus of 92 acres is at the foot of majestic sandstone cliffs overlooking the city. Two residence halls connected to the Student Union Building and one family housing apartment complex provide housing to students. Home of the Yellowjackets, the Alterowitz Gymnasium houses a 4,000-seat arena, a practice gymnasium, a collegiate-size swimming pool, an enclosed running track and racquetball courts.

MSU Billings City College is a

comprehensive two-year college that offers university transfer education, career preparation, developmental education, GED preparation and Dual Credit through a partnership with the local school district, and workforce training.

MSU-Billings offers 2 Certificates of Technical Studies; 14 Certificates of Applied Science; 33 Associate degrees, which includes 1 ASN, 14 AA/AS and eighteen AAS; 41 Bachelor's degrees; and 7 Master's degrees. There are 24 online degree programs.

Known for being a tight-knit, caring community, MSU Billings faculty, administrators, and staff emphasize the success of every student and place great value on degree completion. The University strives to maintain the highest standards possible and places significant emphasis on attracting and retaining quality faculty and staff.

With a 19:1 student-to-faculty ratio, the University has an average class size of 25 students. The student body is 62 percent female. The University volunteers more than 13,500 hours of service annually.

The MSUB Powwow is one of the oldest collegiate powwows in the state and one of the largest university-sponsored powwows in the Northwest.

Opportunities beyond the classrooms include more than 200 internships, more than 10 study abroad options, and 60 clubs and organizations.

MSU Billings is a member of the NCAA II Great Northwest Conference. Men compete in baseball, basketball, track and field, cross country, golf, and soccer, and women in basketball, cross country, golf, soccer, softball, track and field, and volleyball. The University also has a cheer/stunt team.

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About Billings, Montana

If you are attracted to open spaces, a vibrant economy, family-friendly communities, quality schools, and historical treasures, Billings is a place to call home and to enjoy a high quality of life. In 2016, *Outside Magazine* named Billings the #1 "Best Place to Live."

The largest city in the state of Montana, Billings is the principal city of the Billings Metropolitan Area with a population of 166,855. Located in the south-central portion of the state, Billings continues to experience steady growth and has a strong economy. The city has one of the largest trade areas in the United States, serving as the trade and distribution center as well as retail destination, for much of Montana east of the Continental Divide, Northern Wyoming, and western portions of North Dakota and South Dakota.

The area has restaurants with worldwide cuisine, attractions that bring to life the true west, outstanding shopping, extensive health care offerings, and exceptional cultural arts and events for all ages. Billings offers both affordability and accessibility.

Surrounded by six breathtaking mountain ranges, Billings offers plenty of opportunities for outdoor recreation, including hiking, biking, golf, and viewing rare Montana wildlife. Area attractions include Pompeys Pillar National Monument, the Dinosaur Trail, Pictograph Cave, Chief Plenty Coups State Park, Zoo Montana, and Yellowstone Art Museum. Within 100 miles are Little Bighorn Battlefield National Monument, Bighorn Canyon National Recreation Area, Red Lodge Mountain Resort, Beartooth Highway, and Yellowstone National Park.

Billings is home to many national corporate headquarters, such as Stillwater Mining Company, Kampgrounds of America, First Interstate Bank, Tractor & Equipment Co., Corporate Air, Edwards Jet Service, Waggoners Trucking, Meadowlark Agency, Ryan Restaurant Corp., CTA Architects & Engineers. Many Fortune 500 firms have branch operations in Billings, including Exxon/Mobil, Walmart, General Motors, Conoco-Phillips, Ford Motor Company, Wells Fargo, General Electric, U.S. Bank, Travelers Insurance, Sears/K-Mart, Target Corporation, New York Life, and Morgan Stanley.



Nominations and Application Process

Confidential inquiries are welcomed; nominations are invited.

- To Apply** - Application packet must include:
 - A letter of interest
 - Current curriculum vitae
 - At least three references with full contact and email information (References will not be contacted without consent from the applicant.)
- Submit application packet** to MSUBillings@myersmcrac.com by **September 11, 2018**, for best consideration. The application process will remain open until the position is filled.
- Submit nominations** to MSUB-nominate@myersmcrac.com with complete contact and email information on the individual being nominated.

Kenny Daugherty, President of **Myers McRae Executive Search and Consulting**, is assisting Montana State University Billings with this search.



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Montana State University Billings is an ADA/AA/EEO employer. Qualified women, persons from minority groups, persons with disabilities, and persons with eligible veteran status are encouraged to apply. Contact Human Resources Office, MSU Billings, for more information regarding preference or accommodation, Phone: 406/657-2278 (voice/TTY); Fax: 406/657-2120.