

FLORIDA GATEWAY COLLEGE

Job Description

PRESIDENT

DISTINGUISHING CHARACTERISTICS:

The President is Florida Gateway College's chief executive officer. The President is responsible for the development and execution of the total educational program, including the sound fiscal management of the college's annual budget. The general powers, duties, and responsibilities of a person in this position are found in SBE Rules 6A-14.261 and 6A-14.262. The President interacts with State Legislators to affect an equitable distribution of funding to the college to promote positive legislation benefiting FGC as well as the community college system as a whole. Duties also include working with the Board of Trustees in developing recommendations for policies affecting all areas of the college as well as working with the community, special advisory committees, concerning the programs, direction, and functions of Florida Gateway College. The President reports to a board of nine trustees appointed by the Governor of Florida.

ESSENTIAL JOB FUNCTIONS:

(Note: The following examples of work as listed in this job description are not necessarily descriptive of any one position in the classification. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)

- Assumes responsibility for the organization and administration of the College.
- Recommends the appointment, release, transfer and suspension of all employees.
- Develops annual budget for approval of trustees.
- Recommend to the board a salary schedule for paying employees.
- Recommend to the board terms of employee contracts.
- Recommends approval of school calendar.
- Direct the work of and provide leadership for the improvement of employees.
- Provide for the development and improvement of instructional programs
- Responsible for administration of financial matters.
- Responsible for developing new sources of funding to support the college mission and ensures fundraising is controlled and coordinated.
- Serves or appoints a designee to serve on the board of college direct support organizations and fundraising groups.
- Maintains accurate records of all staff meetings and trustee meetings.
- Acts for the board of trustees as custodian of all college property.
- Delegates authority and responsibility to other officers and faculty members and holds these individuals responsible for discharging duties.
- Submit reports to the Division of Community Colleges as required.
- Enforce laws, rules of the State Board of Education, and rules of the board of trustees.
- Serves actively in the Florida Association of Community Colleges or other state organizations for

community colleges.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

MINIMUM QUALIFICATIONS:

KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of overall community college concept. Knowledge and needs of the five counties served by FGC. Knowledge of academic, vocational, and community service functions of the college. Knowledge of accounting and budgeting principles. Knowledge of management principles and practices. Knowledge of applicable State and Federal regulations. Knowledge of personnel administration principles and practices. Ability to interact with all segments of the communities in the five county area. Ability to create trust and motivate students, faculty, and staff through team building leadership. Ability to maintain positive governmental relationships with the Division of Community Colleges and the Legislature. Ability to understand physical, academic, and administrative needs of the College. Ability to establish appropriate priorities and goals. Ability to reach timely decision. Ability to travel.

EDUCATION AND EXPERIENCE:

An earned doctorate from an accredited institution and five years of successful high level administrative experience in community college or university. Teaching experience.

ESSENTIAL PHYSICAL SKILLS:

Acceptable eyesight (with or without correction).
Acceptable hearing (with or without hearing aid).
Ability to communicate both orally and in writing.

ENVIRONMENTAL CONDITIONS:

Works inside in an office environment.

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

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LEADERSHIP AND PROFESSIONAL EXPERIENCE

President

2010- current

Eastern Maine Community College
Bangor, Maine

Responsible for serving students, faculty, staff and community as the Chief Executive Officer of a technical and community college of 4280 students that offers 28 degree programs. The colleges overall budget is 23 million and is located on 36 acres of land that has an infrastructure of eight academic buildings and two residential student complexes. The college also has two extension sites to serve locations in rural Maine. A total of 452 individuals are employed at the college and are represented by five collective bargaining organizations. The College is one of seven community colleges that are part of the Maine Community College that is governed by a Statewide Board of Trustees and is accredited by the New England Association of Schools and Colleges. During my tenure, the college has seen explosive enrollment growth (32%), a significant increase in retention and graduate rates and rapid expansion of academic programs (8 new programs) and an increase of 21 % of full time faculty members. In addition the college has developed and implemented a five year strategic plan concentrating on growth while increasing the quality education for our students.

Selective Accomplishments

- Created and implemented a campus master plan that addresses renovations and re-engineering of space. A total of 3.2. Million dollars of federal, state and campus based resources have already been dedicated to improve the areas of student life, residential life upgrades, a new innovative Student Success Center, a Hospitality/Nutrition Kitchen and a new four room multi-purpose classroom wing.
- In close collaboration with faculty and academic departments increased full time faculty members from 53 to 68 in four years.
- Established eight new academic programs in the following areas: Fine Woodworking/Cabinetry, Hospitality Management, Health Information Technology, Fire Science, Pulp/Paper Technology, Criminal Justice, Business Office Technology and a Technology Educators Program.
- Developed an enrollment management plan with admissions, financial aid and student services offices to significantly increase enrollment. This plan has led to record enrollments (+32%) during a period of time in Maine when college enrollments are decreasing.
- Under my leadership the college was named by the Community College Times as the 7th fastest growing community college in the nation (December 2014).
- Initiated an emphasis on private and public grant opportunities that has resulted in 5.3 million dollars of grants being secured by the college in 4 ½ years.
- Secured funding and acceptance into the Achieve the Dream (ATD) Network to improve student retention and graduation. EMCC is the only college selected in Maine for this national program and one of only five colleges in the New England. Retention rates have increased by 6% during this initiative and graduation rates have increased by 7%. In the

Fall of 2014 the college was named a Leader College by ATD for its achievements and sharing of best practices with other schools in the Northeast.

- Enhanced college auxiliary services income by \$300,000 each year by entering a private/public partnership with a national collegiate bookstore company and also revising and implementing new food services for the campus.
- Worked collaboratively with the Maine Community College System in securing a public bond referendum (fall ballot 2013) for 2.5 million dollars to expand physical facilities at EMCC. The bond won voter approval in the college's service area with 70 % approval and statewide by 66%.
- Re-engineered the Foundation Office into a Grants and Development Division that has increased grant funding by \$300,000 and increased donations and gifts to the college by 42% over previous years. The office is currently undergoing an assessment to determine if there is sufficient support to enter into the colleges first ever capital campaign.
- Established business and technical training partnerships with 15 different organizations ranging from health care, hospitality management to BPI certified energy training. Led a new sustainability efficiency initiative to improve campus energy challenges and also to reduce the campuses carbon footprint. The campus has now converted from oil heat to natural gas, a computer energy monitoring system for every campus building has been installed, new windows and insulation have been added to the majority of buildings and LED lighting has been installed in all external parking lots. The initial investment of this project was 2.2 million dollars but has already yielded a 40% savings in total campus energy costs per year.

Vice Chancellor of Student Affairs and Enrollment Management

2007 to 2010

Purdue University North Central
Westville, Indiana

Responsible for all academic scheduling, student services, and enrollment management for the Purdue North Central (PNC) campus and the off-campus site in a neighboring county 15 miles from PNC as well as having oversight of the Library and Institutional Research areas. As Vice Chancellor, I supervised 62 professional staff and faculty and administered a yearly budget of \$4.3 million and a financial aid budget of \$9.3 million with budgetary responsibilities that included general fund appropriations, grants, contracts and auxiliary funds. I also served as an executive member on the Strategic Planning Committee integrating campus wide strategic initiatives in conjunction with budget processes.

Selective Accomplishments

- Developed and implemented the first enrollment management and student affairs budget based on reallocation of existing resources within the academic affairs institutional budget.
- Established and implemented the Midwest Student Exchange Program; one of only three colleges in the state of Indiana to become involved in this initiative.
- Integrated student tutoring, academic advising, PNC Assessment (placement testing), and the writing center into a newly renovated library. The re-engineering of these departments allows all supplemental educational activities to be located in one area.
- 32% increase in enrollment in five years, resulting in an all time historic enrollment increases at PNC.
- 6% increase in first year to second year freshman retention rates

- 10% increase in the campuses overall retention rate.
- 150% increase in enrollment in three years at the PNC-Porter County off-campus site.
- Established and maintained oversight of the first Dual Enrollment Program in the Purdue University System serving 750 high-achieving students taking college and high school courses each year.
- Project manager for One Purdue Enterprise Reporting Student Information System at PNC and the implementation of the \$16 million system between Purdue University West Lafayette and Purdue University North Central.
- Steering Committee member for the \$34 million building and planning committee for the first Student Services Athletic Complex at the PNC campus.
- Executive member of a regional partnership program called Dare to Dream, an entrepreneurial initiative to improve relationships between seven counties.
- Served as an executive committee member of the 2008-2103 PNC Strategic Plan; and committee chair of two sub committees of this group.
- Executive Committee member of PNC self-study for Accreditation.
- Wrote and awarded a Veterans Support Grant of \$15,000 to improve services and outreach to veterans.

**Associate Vice Chancellor Academic Affairs
For Student Services and Enrollment Management**
Purdue University North Central
Westville, Indiana

2005 to 2007

Chief Student Affairs Officer with oversight of: Admissions, Financial Aid, Registrar, Off-campus Sites, Advising, Dean of Students Office, Dual Enrollment Office, Activities and Athletics. Managed a divisional annual budget of \$3.1 million as well as managing 40 professional and administrative staff employees. I implemented a new budget priority procedure based on academic affairs and student development needs embedded with the PNC 2001-2006 Strategic Plan.

Selective Accomplishments

- Increased fundraising from \$16,000 to \$65,000 per year in Student Services PNC.
- Created and implemented a One Stop Enrollment area that integrated Financial Aid, Admissions and Registration departments.
- Formulated a Private/Public Partnership with University Village Inc. for housing opportunities for students for a total of 200 students; now housed in an apartment complex adjacent to the college.
- Established two additional sports teams at PNC.
- Expanded clubs and activities at PNC from 16 active clubs to 36 active clubs.

Dean of Enrollment and Lifelong Learning
SUNY Delhi
Delhi, New York

2000 to 2005

This position was a direct report to the President of the College with oversight of: Admissions, Financial Aid, Continuing Education, Corporate Services, Graphics and Marketing, and Print Shop. The position managed 34 professional and administrative staff employees. Created and

implemented an entrepreneurial print shop that became a profit center to supplement declining state general fund support within the academic affairs area.

Selective Accomplishments

- 26% increase in full time student enrollment at SUNY Delhi in five years without additional on-campus housing for students.
- \$300,000 increase in revenue to maximize the New York State Funding Formula without increasing enrollment headcount.
- Selectivity of college program admissions (denied admittances) increased 13% to 28% at SUNY Delhi within three years.
- Established two new education Extension Sites for SUNY Delhi:
 1. One site located 25 miles from the institution in a downtown business location,
 2. The other site located 87 miles from the main campus.
- Increased net profits by \$125,000 each year through re-engineering a college wide print shop.
- Established the SUNY Delhi Presidential Honors Program in conjunction with the president's office.
- Implemented largest Continuing Education Partnership for a SUNY College with New York State Department of General Services regarding Apprenticeship training.
- 180% increase in the number of Bachelor Degree seeking students at SUNY Delhi:
 1. Fall 2000, 60 Bachelor Degree seeking students,
 2. Fall 2005 increased to 405 Bachelor Degree seeking students.
- Implemented a One Stop Student Service Center.
- \$500,000 increase of corporate training services revenue.
- Initiated a Private/Public Partnership with the New York State International Brotherhood Electrical Workers Union to establish an Online Accelerated Electrical Technology Associates Degree.

Associate Dean of Students for Enrollment and Marketing

1996 to 2000

Sullivan County Community College
Loch Sheldrake, New York

Responsibilities for this position were as the Chief Marketing and Enrollment Officer at a residential community college. I supervised 25 professional and administrative staff employees in the offices of Admissions, Registration Services, Housing, Career Services, Financial Aid, Testing, Advisement and Orientation. In addition I also served as Athletic Compliance officer for the National Junior College Athletic Association. Established a new slogan for the college called SUNY Sullivan which branded the campus as one of the first community colleges within the state to have campus based housing. This also enhanced the college's reputation as a member of the State University of New York and not just a local community college.

Selected Accomplishments

- Implemented Web based registration and advising module serving over 2,000 students.
- 25% to 7% reduction in the student default loan rate at Sullivan County Community College.
- Created a branding campaign to increase student enrollment throughout New York State.

- Established and directed the first Freshman Year Experience Course which acted as early retention tool for all first year students.

Director of Admissions and Marketing 1995 to 1996
Fulton Montgomery Community College
Johnstown, New York

Admissions Officer 1990 to 1995
Ulster County Community College
Stone Ridge, New York

Admissions Recruiter 1986 to 1990
The Culinary Institute of America
Hyde Park, New York

TEACHING/FACULTY EXPERIENCE

Adjunct Faculty, Department of Business 2011 to present
Eastern Maine Community College
Bangor, Maine 04401

Adjunct Professor, Department of Humanities 1996 to 2000
Sullivan County Community College
Loch Sheldrake, New York

Coordinated and centralized Freshman Experience Course (FYE) with 13 sections during one time period each week. This concept allowed for special speakers during the time frame that all FYE groups could utilize as a resource. Designed and implemented a unified curriculum and syllabi for these courses while also teaching.

Adjunct Professor, Department of Communications 1992 to 1995
Part Time Teacher of the Year 1994
Ulster County Community College
Stone Ridge, New York

EDUCATION

Doctorate, Higher Educational Leadership 2011
Nova Southeastern University
Fort Lauderdale, Florida

Master of Science, Educational Administration 1993
State University of New York at New Paltz
New Paltz, New York

Bachelor of Science, Communications 1986
State University of New York at Plattsburgh
Plattsburgh, New York

Associates of Arts, Communications

1984

Ulster County Community College
Stone Ridge, New York**Presidential Leadership Academy**

October 2008

Association of Community College Trustees
Annual Conference
New York, New York**CURRENT COMMUNITY AND VOLUNTEER ACTIVITIES**

Chairman of Maine Higher Education Council of Presidents Augusta, Maine	2013 to present
Board Member and Chair of Education Committee of the Bangor Region Chamber of Commerce Bangor, Maine	2012 to present
Board Member Community Counseling and Health Services Bangor Maine	2012 to present
Executive Board Member Maine College Campus Compact Lewiston, Maine	2011 to present
Board Member Pine Tree Chapter of Red Cross Bangor, Maine	2011 to 2013
Executive Board Member Mobilize Eastern Maine Chair of Education Committee Mobilize Maine Bangor, Maine	2012 to present
Board Member of the Tri County Workforce Board Bangor, Maine	2010 to present
Member of Bangor Breakfast Rotarian Group Bangor, Maine	2010 to present
Volunteer Hampden Little League Hampden, Maine	2012
Volunteer Head Coach Basketball Coach Hampden Recreation Department Hampden, Maine	2013 to present
Incorporator Eastern Maine Health Care Systems Bangor, Maine	2011 to present

PAST BOARD MEMBERSHIPS AND VOLUNTEER ACTIVITIES

Indiana Statewide Articulation Committee Indianapolis, Indiana	2008 to 2010
Otsego Chamber of Commerce Oneonta, New York	2000 to 2005
Boy scouts of America -Oneonta Chapter Oneonta, New York	2004 to 2005
President State University of New York College Admission Professionals New York State	1997 to 2001
Treasurer State University of New York College Admission Professionals New York State	1991 to 1996
Chairperson School Board St. Peters School Rosendale, New York	1991 to 1993

NATIONAL PRESENTATIONS AND PUBLICATIONS

- “Dual Enrollment for a Regional Campus- Where are We Headed? National Association of Concurrent Enrollment Conference. Memphis, Tennessee October 2009.
- "Convenient, Affordable and Close To Home." National Conference on Student Recruitment and Retention. Washington, DC, July 2005
- "Sleeping with the Enemy for FTE." ”, North American Enrollment Management Institute. Vail, Colorado, June 2002
- "How to Design an Enrollment Management Plan to increase Diversity at a small campus." SUNYCAP Conference. Lake Placid, New York, June 2003
- "Joint Marketing and Recruitment." 2003 Journal of the Association of American Association of Collegiate Registrars and Admissions Officers. January 2003

REFERENCES AVAILABLE UPON REQUEST