



EXECUTIVE SEARCH PROFILE

VICE PRESIDENT FOR HUMAN RESOURCES



OWENS
COMMUNITY COLLEGE



R.H. PERRY & ASSOCIATES
SEARCH COUNSEL TO HIGHER EDUCATION



THE OPPORTUNITY

To provide leadership and engender an even greater degree of professionalism to the human resource function of this growing and dynamic community college.

THE COLLEGE

Owens Community College is a publically chartered state community college with locations in Perrysburg (main campus), Findlay, downtown Toledo, and Maumee, Ohio, as well as a strong on-line presence. Owens serves approximately 20,000 students at the four locations. The local business community includes global corporations, smaller specialty manufacturing firms and progressive energy and technology companies.



The College started as a technical institute in 1965. The Findlay campus opened in 1983 where growth of students and programs led to the construction and opening of a new facility on 60 acres in 2005. In 1994, the Ohio Board of Regents approved the conversion of the institution to a comprehensive community college, which allowed for growth in the Arts and Sciences classes on both the main and Findlay campuses. The College now offers associate degrees that transfer to baccalaureate degrees. The College also offers over 130 technical programs in Agriculture, Business, Health Sciences, Nursing, Public Safety and Emergency Preparedness, Skilled Trades, and Engineering and Transportation Technologies. Owens Community College is accredited by the Higher Learning Commission of the North Central Association of School and Colleges. Owens is using the Academic Quality Improvement Program (AQIP) to provide continuing review of the institutional accreditation. Additionally, many of the programs in the College's six academic schools have specialized accreditations.



The way in which Owens Community College serves its students and community is guided by a set of Core Values. These values – service, learning, innovation, collaboration and excellence – are embedded in the work of the College and support the Mission and Vision of the institution.



MISSION & VISION

We believe in serving our students and our communities. *Your success is our mission.*

Owens faculty and staff are committed to strengthening the community by providing a superior educational experience through *excellence, innovation, and collaboration.*

BACKGROUND

In the current structure, the Vice President of Human Resources is one of three vice presidents reporting to the President. This position serves as a member of the President's Cabinet. As a cabinet member, expectations are to attend all regular and special meetings of the Board of Trustees, presenting reports and other items as requested. There are three associate vice presidents of human resources positions that report to the Vice President.

CHALLENGES

Major challenges for the Vice President are:

- Coordinating and monitoring recruiting and hiring procedures, which includes but is not limited to taking a leadership role in the College's support for a fair employment environment with a commitment to diversity and inclusiveness; understanding the fiscal limitations of public institutions;
- Supporting the institutional strategic plan through human resources planning processes and organizational development strategies and initiatives;
- Overseeing the required policies to address: 1) internal employment-related grievances and/or complaints for bargaining unit and non-bargaining unit personnel, and 2) external inquiries by state and federal agencies; Coordinating the issuance of employee contracts and administrating employee benefits programs;
- Coordinating operation of annual salaried, hourly staff salaries and benefit plans; conducting salary and fringe benefits surveys as requested by the President; exploring ways to improve the relationship of performance and pay;
- Streamlining, reviewing, and revising institutional employment policies through the President's office; managing the preparation of reports to the appropriate federal and state agencies;
- Directing the development, maintenance, and review of job descriptions and position classification, salary grades and ranges;
- Providing leadership for the development and delivery of a comprehensive internal training and performance management program; partnering with the Student Career Center in the placement and progress of student workers;
- Administering and monitoring the performance evaluation process for all employee groups; advising supervisors, employees, and employee representatives regarding personnel management; and
- Assuming oversight for the administration of all collective bargaining agreements.



QUALIFICATIONS (Knowledge, Skill and Abilities)

The College seeks a vice president who is a person of vision, an inspirational leader, a team player, a creative and strategic human resources professional with unquestioned integrity, and who:

- Possesses a master's degree in human resources/personnel management, labor relations or related field (or J. D. with relevant experience);
- Has a minimum of eight (8) years of progressively responsible human resources experience; including a sufficient depth of years in collective bargaining;
- Is knowledgeable relating to all aspects of strategic human resources management including recruiting, selection, hiring, compensation, benefits management, conflict management, performance management, human resource information systems; has work experience and knowledge with applicable federal and state employment-related statutes and regulations;
- Has understanding of integrated software systems in a human resources context; preferably with Banner/ PeopleAdmin;
- Is an effective communicator with multiple and diverse constituencies to achieve goals to advance the institution;
- Exhibits the highest standards of professional ethics and personal conduct;
- Has a collaborative leadership style and can perform effectively as a team player; and
- Is a strategic thinker with analytical skills.



OWENS COMMUNITY COLLEGE KEY INDICATORS 2011

Investment in Plant, less depreciation:	FY2010-2011 \$105,728,081
Plant Replacement Insured Value:	FY2011-2012 \$247,814,564
Cost of Operating Physical Plant:	FY2010-2011 \$3,898,928
Endowment:	FY2010 \$1,283,697
Budget: Total	FY2011-2012 \$97,060,991
State Appropriation	FY2011-2012 \$36,908,495
Tuition:	\$136.36 per credit hour Fall 2011; \$138.36 per credit hour Spring 2012; FY2011-2012 Budgeted Tuition \$45,492,625
Student Enrollment for FTE Fall 2011:	9,944
Median Age:	27
Degrees and Certificates Conferred – 2011:	1743 (Academic Year 2011)
First Term to Second Term Retention Rate:	Full-time students 1523/2028=75.1%; Part-time students 509/848=60.0%; All Students 2032/2876=70.7% (First-time, degree or certificate seeking students Fall 2010-Spring 2011 Retention Rates)
Degrees offered:	Associate Degree of Arts; Associate Degree of Science, Associate Degree of Applied Science; Associate Degree of Applied Business
Non-degree Certification programs:	80
Number of Full-time Faculty:	194
Number of Adjunct Faculty:	1,005
Faculty Salaries: Full-time Faculty:	Minimum \$35,000 Average \$58,945
Adjunct Faculty:	\$3,258
Student/Teacher Ratio:	22 to 1 (Fall 2010)
Non-teaching employees:	Full-time Staff 495 Part-time Staff 79 Temp Employees 144 Student Worker 387
Library Volumes: 2010/11	84,006
Athletics League:	National Junior College Athletic Association Region XII (NJCAA)



APPLICATION PROCEDURES

To be considered, candidates should e-mail, as PDF attachments, a cover letter that addresses the challenges and qualifications listed above, a current résumé, and the names, phone numbers, and e-mail addresses of three references to OwensHR@rhperry.com. Applications are requested by **November 28, 2011**, when screening will begin.

FOR FURTHER INFORMATION, CONTACT:

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POLICY

R. H. Perry & Associates is committed to the highest standards of professionalism in all dealings with candidates, sources, and references. We fully respect the need for confidentiality and assure interested parties that their background and interests will not be discussed without consent of the applicant prior to her or his becoming a candidate.

EEO: Owens Community College is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, age, or discriminatory factors. Applications are welcomed from candidates who want to become part of our inclusive culture that embraces and celebrates diversity.

www.owens.edu

