

Position Profile
Executive Vice President and Provost
State College of Florida

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Prepared by:
Summit Search Solutions, Inc.



www.scf.edu



About State College of Florida

Established in 1957, State College of Florida (SCF) is an integral part of the community and a vital resource for students and their families in Manatee, Sarasota and surrounding counties. SCF is the region's first and largest public college, serving 27,000 college credit students annually at campuses in Bradenton, Lakewood Ranch and Venice, and via online classes. Another 14,000 noncredit participants annually attend professional development and personal enrichment classes. SCF also offers a complete college experience that includes athletics, more than 40 student clubs and organizations, honors programs and student-centered academics.

Formerly known as Manatee Junior College/Manatee Community College, SCF has expanded its mission to include workforce baccalaureate degrees while continuing to focus on highly respected associate degrees that prepare graduates for university transfer and professional careers. SCF's flagship programs in health sciences are supported by state-of-the-art technology including patient simulators, electronic medical records, drug recognition system and medication-dispensing devices.

Consistent with the mission to provide quality learning to people of all ages through noncredit continuing education, community services and some credit-related activities, SCF's Corporate and Community Development Division offers year-round noncredit classes in workforce training, small business development, professional development, personal enrichment and driving safety through workshops, seminars, online classes and on-site training programs at area businesses.

Broadening the continuum of education, State College of Florida Collegiate School (SCFCS) opened in fall 2010. This tuition-free, sixth- through twelfth-grade public charter school is an innovative model influenced by the Swedish international school, which nurtures motivation and independence and ensures student success while guiding students toward higher education. Every year since its opening, the SCFCS has been graded an "A" school by the Florida Department of Education and the program has been recognized by US News & World Report with a bronze ranking for Best High Schools. SCFCS provides students with the opportunity to graduate simultaneously with a high school diploma and associate college degree.

The College is a member of the Association of Florida Colleges, the Southern Association of Colleges and Schools, the American Association of Community Colleges and the Florida Association of Colleges and Universities.

For more information about State College of Florida, click here: <http://www.scf.edu>

Location: Bradenton, Florida



SCF Lakewood Ranch



SCF Bradenton



SCF Venice

Strategic Leadership



SCF thrives as a dynamic college under the innovative leadership of Dr. Carol Probstfeld, who has served as SCF's sixth President since 2013. Dr. Probstfeld is known for being a state and community ambassador committed to building and nurturing relationships. She remains focused on enhancing the student experience while meeting the educational and workforce training needs of citizens and businesses in the region.

Dr. Probstfeld is leading SCF's efforts to boldly engage student, faculty, staff and community partners to achieve the goals of the college's 2015-2020 strategic plan, developed as a result of multiple surveys, focus groups and feedback sessions held across the community. Strategic priorities include ensuring accessibility to students in all geographic areas of the service region, developing a concierge-style student experience, engaging faculty/program managers/business and community leaders in collaborative curriculum development and establishing SCF's central role in the educational, cultural and workforce development of the service region.

In the first two years of the five-year plan's implementation, noteworthy accomplishments include:

- The acquisition of a 75-acre parcel in Northeast Manatee County (the fastest growing area in the College's service district)
- The addition of signature programs on the Venice Campus
- The implementation of multiple strategic enrollment initiatives
- The creation of a Leadership Development program to mentor employees
- The launch of a comprehensive communications and marketing plan

Additionally, Dr. Probstfeld has successfully engaged state lawmakers to receive \$17.6 million to build a new Library and Learning Center on the Bradenton Campus, a state-of-the-art facility that will open January 2018.

To read more: <http://www.scf.edu/Administration/President/strategic-plan/>



The Opportunity

Reporting to the President, the Executive Vice President and Provost serves as the chief academic officer and chief operating officer of the College. Responsibilities include providing highly effective leadership in the public profile, administration, planning, budgeting, evaluation, and support of all instructional credit and non-credit programs. The Executive Vice President also provides oversight for the operational management of internal and external functions of the College.

Essential Duties/Responsibilities:

- **Role as Chief Academic Officer:**
 - Provides leadership for College-wide instructional, learning resource and institutional effectiveness initiatives by identifying and recommending appropriate courses of action to the President.
 - Recommends employment of an engaged and diverse faculty and support personnel who mirror the student population; assigns personnel, allocates resources, formulates and determines staffing needs and priorities; assures professional development of faculty and staff to maintain standards of excellence; and approves credentialing requirements for faculty.
 - Provides leadership in the development and approval of strategic plans, annual plans and annual reports for academic affairs. Provides continuous evaluation to assure the effectiveness of the mission and strategic plan of the College.
 - Leads the formulation and recommendation of annual budget requests, meets productivity goals, and assumes responsibility for operating within approved budget.
 - Provides entrepreneurial leadership in developing and expanding all forms of educational programs and academic support services, including e-learning, that impact educational growth and development of a diverse student population, while increasing the institution's effectiveness and efficiency. Creates and implements student focused schedules for all post-secondary offerings.
 - Works collaboratively with campus administrators to develop programs that promote academic excellence, recruitment, equity, retention and student success.
 - Provides leadership for all workforce development and continuing education programs. Aggressively engages faculty, program managers, business and community leaders in collaborative curriculum development from start to implementation for programs that are rapidly responsive to workforce needs.
 - Initiates needed changes in the instructional area to keep SCF on the cutting edge, growing and innovative in meeting the learning needs of the students and community. Directs the development, staffing and evaluation of educational credit and non-credit programs in the support of identified current and emerging needs.
 - Maintains close contact with state and national professional organizations, including the Southern Association of Colleges and Schools (SACS), as well as other colleges and universities in order to remain on the cutting edge with educational development, theory, research and programming. Engages actively in professional development, training and additional education relevant to the performance of essential duties of the position.

- Builds relationships within the College service area, in order to identify needs, challenges and opportunities which pertain to the College's mission and to develop partnerships necessary to respond. Takes proactive approach to collaborative programs with wide variety of stakeholders.
- Promotes a spirit of collegiality among instructional departments and other divisions of the College. Works collaboratively across the College community in areas of mutual concern to insure that the institution is a vital force in the community, fulfilling its role as a primary provider of higher education in its service area.
- Initiates, implements, and evaluates articulation agreements and partnerships with other colleges, universities, and school systems.
- Recommends plans, policies and procedures that enhance education programs and other services related to all instructional areas.
- Supervises, coaches and evaluates academic affairs deans, directors, and other staff as assigned.
- **Role as Executive Vice President:**
 - Serves as the Chief Operating Officer of the College with responsibility for ensuring that College goals, objectives and Presidential priorities are achieved.
 - In absence of the President, serves as Acting President.
 - Supports the President through regular external engagements, public events, and college programming.
 - Provides support and leadership for the Vice Presidents and members of the President's Advisory Council, serving as the primary contact for administrative issues and functions.
 - Collaborates with the Vice Presidents to establish operational strategies, goals and plans to ensure institutional viability and long-term success.
 - Performs other duties as assigned by the President.

Qualifications

- Earned doctoral degree from a regionally accredited university required; a minimum of ten years' senior academic leadership experience in higher education required. Current experience as a Vice President in higher education preferred.
- Ability to take a visionary, creative approach to leadership and a successful record of defining and implementing strategy based on that vision.
- Experience with curriculum and program development that is relevant and reflecting current best practices and market demands.
- A demonstrated ability to manage and mentor others with a focus on growth, professional development and succession planning.
- Demonstrated expertise in working with various internal and external constituencies; a strong relationship builder and connector.
- Understanding of fundraising and development work and an interest in partnering with the president in this arena.
- Strong analytical skills and problem-solving abilities with an ability and make decisions based on research, data and metrics.

Inquiries, Nominations and Applications

While confidential review of applications will begin immediately and are welcomed until position is filled, interested parties are encouraged to apply by **November 3, 2017**. Click here to apply and be sure to include your resume and cover letter: [Apply Now](#)

Or you may cut and paste the following link into your browser:

<https://summitsearchsolutions.catsone.com/careers/index.php?m=portal&a=apply&jobOrderID=9826033&portalID=5652>

For nominations or further information:

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All college searches are subject to compliance with Florida's Public Records Law and all documents submitted become the property of the college.



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Bradenton, Florida (Manatee and Sarasota Counties)

Bradenton, beautifully situated between the Gulf of Mexico and the Manatee River, is the county seat and largest city within **Manatee County**. The city enjoys an exceptional year round climate and a low cost of living and the natural beauty of the surrounding area will delight outdoor enthusiasts. If you are interested in history, you can travel along Hernando DeSoto's original expedition route or learn more about the area's heritage at museums and historical parks. Along the shores of the mainland and barrier islands you can enjoy outdoor dining at its finest, go boating in crystal-clear waters, or surf the waves off Anna Maria Island while strolling along the piers for relaxing exercise. One can enjoy live theater, a vibrant arts district, ballet and concerts in this area. Cultural initiatives abound and are enthusiastically embraced by residents and visitors alike. To learn more: <http://www.cityofbradenton.com/>, <http://www.realizebradenton.com/riverwalk>

Manatee County and its surrounding region are teeming with opportunities for the sports enthusiast. The Pittsburgh Pirates spring training is held in Bradenton, the Baltimore Orioles train in Sarasota and the Atlanta Braves will begin training in North Port, starting in 2019. The Tampa Bay Buccaneers, Tampa Bay Lightning, and Tampa Bay Rays are all located a short distance away.

County-wide festivals are favorites among local residents and vacationers. The Manatee County Fair, Cortez Seafood Festival, and the Hernando DeSoto Historical Parade are just some opportunities for the community to come together. <http://www.manateechamber.com/>

Sarasota is a cultural hub! True to Florida, downtown Sarasota is within eyeshot of a beautiful bay front, with sunsets and sailboats to the west and a bustling



downtown to the east. Downtown Sarasota delights its visitors, the wider Sarasota community, and its chic downtown housing residents with its accessibility and charm. Foodies and downtown office workers alike choose from barbeque, Vietnamese, Italian, French, Mexican, vegan, sports bars, seafood, and cafés for their dining options. Those seeking entertainment find seats at one of several live theaters, cinemas, or music venues and the shopping options are seemingly limitless. The city of Sarasota really has it all: an eccentric arts center, a traditional performance venue, a flourishing business and finance network, extensive shopping options, and a vibrant night-life scene. <http://www.sarasotachamber.com/>