



PROVOST AND VICE PRESIDENT

Profile of the Institution and Position

Northwest Technical College invites nominations and applications for the position of Provost and Vice President. The Provost and Vice President is the chief executive officer with broad responsibilities for the planning, development, and administration of the full range of the college's programs and services. The new Provost and Vice President will be centrally engaged in further strengthening one of Minnesota's finest technical colleges.

Background and Overview

Northwest Technical College is located in Bemidji, a regional hub for north central Minnesota and known as "The First City on the Mississippi." The hometown feel of the campus and the surrounding community – located amidst hundreds of lakes and three major forests offering abundant outdoor recreational opportunities – offers a unique and compelling living and learning environment. NTC faculty, staff, and students are committed to its strategic goals of strength through growth, student focus, fiduciary responsibility, building partnerships, campus environment, and quality reputation.

NTC is a member of the Minnesota State College and University System. MnSCU was established in 1995 through legislative action that merged the previous community colleges, technical colleges and state universities into one system. With its 31 institutions, including 24 two-year colleges and seven state universities, MnSCU is the largest single provider of higher education in the state of Minnesota serving 277,000 students. For more information visit www.mnscu.edu

In 1965, Bemidji Area Vocational Technical Institute began its first school year as part of the Bemidji School District. The first year saw 99 students enrolled in two programs: Carpentry and Automotive Mechanics. Over the years the college evolved with several names changes as well as new programs in the medical, business, child development and other technological fields to that met the increasing needs of the community. Today Northwest Technical Colleges offers 50 certificates, diplomas, and degrees in 29 different fields of study to a student body of 1,600. Thus, NTC has evolved from a two-year "vo-

tech” into a 21st century learning environment; moving from a focus on strictly teaching technical skills, to student access to Internet resources, electronic course delivery options, and graduates being competitive in a global interdependent, multicultural society.

NTC has become a leader in online education as nearly 40% of enrollment is generated through online courses. NTC is a partner within a three college consortium, Distance Minnesota, which works collaboratively in providing online courses to students from all three colleges.

In 2004 Northwest Technical College developed a unique relationship within the MnSCU system, and for that matter, the nation. NTC and Bemidji State University, which is located 3 miles away, began to merge many of their operations, including finance and business, some student services, information technology, human resources, and facilities; this relationship is known as *Alignment*. Significant cost savings have been realized through this process. Currently, the two institutions share the positions of President, Vice President for Finance and Administration, Chief Human Resources/Affirmative Action Officer, Chief Information Officer and Vice President for Student Development and Enrollment. The academic mission of the two institutions continues to be separate and distinct for each, however, the opportunity exists to explore greater collaboration in the future. Currently Northwest Technical College and Bemidji State University are working collaboratively to create a College of Nursing which will align recruitment, admission, retention, and educational processes between the nursing departments with the goal of making the transition between the two institutions feel seamless for students.

While the name and curriculum of the college have changed through the years, the primary emphasis has not: Northwest Technical College serves the people of its region. From its inception, NTC’s first responsibility has been to provide quality educational opportunities to the citizens of the greater Bemidji area. Still, over the decades NTC has attracted more and more students from throughout the state, the region, the country, and other nations. Expansion of its online course offerings has also extended NTC’s ability to serve more students living outside the local area.

Northwest Technical College’s Mission:

Northwest Technical college integrates the value of work with the educational experience to develop resourceful lifelong students with knowledge, skills and attitudes to secure rewarding careers and satisfying lives in an increasingly technologically focused, globally interdependent, multicultural society.

Northwest Technical College’s Vision:

Northwest Technical College is an open and inviting, technological learning organization comprised of professionals that value life-long learning and the worth and dignity of all people. Guided by a commitment to excellence through education with a global focus, Northwest Technical College looks to become the premier technical college in Minnesota. The academic and co-curricular culture at Northwest Technical College

encourages an appreciation of differences and a rich knowledge of self and others that is the foundation of democratic citizenship in a technological world. Such an education is a life-enhancing opportunity that will enable individuals to reach their fullest potential and contribute to the richness of the natural, human, and economic resources of this region.

Northwest Technical College's Strategic Priorities

The faculty and staff believe that the following Strategic Priorities will position Northwest Technical College as a clear choice for meeting constituents' educational needs and focusing on continuous quality improvement:

1. The College is a **learning-centered** institution.
2. The College **anticipates and responds to constituency needs** by acting on data.
3. The College **engages in continuous improvement** by using performance results to improve.
4. The College **effectively uses new and emerging technologies**.
5. The College **supports, develops, and recognizes the accomplishments of our people**, focusing on learning as an ongoing process.
6. The College **forms internal and external partnerships**.
7. The College **continuously strengthens our competitive position**.

Academic Programs

Northwest Technical College offers certificates, diplomas, and Associate degrees within the Divisions of Business, Environmental Technology, Human & Protective Services, Industrial Technologies, and General Education. The College offers 10 Associate in Applied Science degrees, 16 diploma programs, nine certificate programs, and two Associate in Science degrees, with one more pending approval.

The Business Division provides students with an active learning environment for certificates, diplomas, and Associate Degrees within these departments: Accounting Technology, Administrative Technology, General Business, Small Business Entrepreneurship, Medical Secretary, Medical Practices Office Manager, Sales & Marketing Technology, Supervisory Leadership & Management, and Computer Helpdesk Technology. Division programs offered entirely online include: Accounting, Administrative Support, and Supervisory Management.

The Environmental Technologies Division prepares graduates to enter rewarding 21st century careers within these departments: Forestry, Wind Energy, Renewable Energy Entrepreneurship, Sustainable Environmental Technologies, Fire Service, Construction Technology, Carpentry, Residential Plumbing/HVAC, and Electrical Construction and Maintenance.

The Division of Human and Protective Services prepares students who are interested in helping others in the following fields: Child Care & Young Child Care, Dental Assisting,

Emergency Medical Technician-Basic, Nursing (ADN), Practical Nursing, and Nursing Assistant.

The Division of Industrial Technologies provides students with a hands-on learning experience for certificates, diplomas and Associate Degree within these departments: Automotive, High Performance Engine, Manufacturing Engineering Technology, Industrial Model Making, and Occupational Health and Safety.

The General Education Division provides support for the other four divisions through the provision of college readiness courses, as well as liberal arts courses that meet specific program general education requirements. In addition the division provides courses that help fulfill the Minnesota Transfer Curriculum requirements for students. The general education courses prepare NTC graduates to become responsible citizens, environmental stewards, and future leaders in a multicultural society.

Faculty and Staff

The Northwest Technical College faculty are first and foremost a teaching faculty. There are approximately 34 full-time faculty and 29 part-time faculty serving NTC students. Of the full-time faculty 45 percent hold a bachelor's and 39 percent hold a master's degree, for a total degreed faculty of 84 percent – a figure that is well over the 67% threshold that the Higher Learning Commission expects of technical colleges.

The quality of the faculty and their commitment to students is a key element in the college's success. The faculty at NTC demonstrate a deep commitment to teaching and student learning. The faculty regularly involve students in projects, independent study work, and civic engagement. NTC faculty are also passionate about the governance of the college. The faculty members are active in college governance issues, providing input on a wide variety of policy and procedural matters. The NTC faculty association is a chapter of the Minnesota State College Faculty.

Besides the faculty, the college employs 21 full-time support staff and 4 part-time lab assistants.

Accreditation

Northwest Technical College is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools. NTC is committed to continuous quality improvement, with the Higher Learning Commission's Academic Quality Improvement Program (AQIP) providing the framework for the college's strategic planning and assessment.

Additionally, academic programs with specialty accreditation status:

- Commission on Dental Accreditation of ADA

- Minnesota Board of Nursing (practical and associate degree nursing program)

IT

Northwest Technical College believes that meeting the technology needs of students and faculty is critical to the success of the college. Equal access to computer labs, classroom technology, wireless, intranet, internet, and other resources is provided in order to support all educational objectives. The College is committed to identifying, evaluating, and acquiring, when appropriate, new technology solutions that will meet the vision, mission, strategies, and goals of Northwest Technical College. The Chief Information Officer (CIO) of Northwest Technical College and Bemidji State University is a direct report to the Provost and Vice President for Academic Affairs at Bemidji State University. The CIO has a staff of approximately 25 members.

Advancement

The Northwest Technical College Foundation was established in 2005 to advance the college by creating scholarship funds for students and building a lasting college legacy to ensure NTC's growth in the years ahead. The NTC Foundation mission is to cultivate friendships, accept gifts, and manage and distribute private support. Before 2005, only a few scholarships were available to assist enrolled students in continuing their education, but no scholarships existed for incoming students. The foundation has established 16 new scholarships since it was organized.

Students and Student Life

Northwest Technical College is home to nearly 1,600 students, with approximately 70% from the local 10-county area. Approximately 8% of the students are North Dakota residents, with most of these student taking online classes. The remaining 22% of students come from other parts of Minnesota. Seventeen percent are students of color, with American Indian representing 8% of the student body and African American representing 5% of the student body. In addition the student body is 60% part-time, 70% female, and 55% are 25 or younger.

NTC has several campus clubs and a Campus Government, which is the official voice of the student body. Most clubs are oriented to students' technical programs; other clubs include PTK and the Native American Student Organization.

Through Alignment with Bemidji State University, students have the opportunity to experience university life while attending classes at NTC. At the BSU campus, NTC students may live in the dorms, enjoy dining services, use the Gillett Recreation & Fitness Center, attend university events, have access to on-campus health care, and more. Alignment gives students the benefits of a focused, technology-based education at NTC for a lower cost, while being part of university life at BSU. The campuses are less than three miles apart and there is public transit available.

BSU offers NTC students more than 85 clubs and organizations in areas such as ceramics, theater, choir, social work, Spanish, political science, and honors. There are many special interest organizations—Council of Indian Students, International Student Organization, Ducks Unlimited, Students Today Leaders Forever, and a pep band. Extensive intramural and sports-recreation programs, including flag football, sand volleyball, broomball, dodge ball, rugby, and disc golf are available. Students have the opportunity to participate in residence hall councils.

Northwest Technical College provides students with many support services including: Career Services, Student Success Workshops, Counseling, Disability Services, Tutoring, Veteran Services, Minority & Re-careering Services, and Placement Services.

The Bemidji Area

Northwest Technical College lies among the lakes and forests of northern Minnesota, near the south-shore of Lake Bemidji and the remnants of the ancient pine stands that brought Europeans to log the area a hundred years ago are nearby. The rolling landscape created by the last glaciers is marked today by hundreds of miles of excellent ski and snowmobile trails, some of which run through Lake Bemidji State Park. The park and a nearby university forest serve as outdoor laboratories for courses, as well as sources of recreation for the campus and community. The headwaters of the Mississippi River, within Lake Itasca State Park, are less than an hour's drive from campus. As the first city on the Mississippi, Bemidji, and its surrounding countryside, supports an abundance of summer and winter recreational activities, enriching the community throughout the year.

The Bemidji area is home to a population of more than 30,000 and is neighbor to Leech Lake, White Earth, and Red Lake Indian Nations. Students of Ojibwe heritage add their diversity to the campus culture. Recreational and cultural activities also reflect Scandinavian, other European, and Canadian influences. As a regional service center, the city of Bemidji provides a focus for educational, governmental, business, and medical services.

Northwest Technical College is significantly involved in many aspects of the Bemidji community. A member of the Joint Economic Development Commission, the College encourages continued growth and development of regional industries. College facilities are available for community use, and area residents are welcomed at campus events.

In return, Northwest Technical College students, faculty, and staff participate fully in the Bemidji community. They contribute to service, social, cultural, religious, and other activities and find their health, recreational, and consumer needs satisfied by area establishments.

The city of Bemidji has an active downtown, malls, and an array of service and retail areas, from locally owned businesses to national chains. Entertainment and recreational facilities include swimming beaches, ice arenas, downhill and cross-country skiing, a

state park, and the Chippewa National Forest. With Minneapolis/St. Paul to its south, Duluth to its east; and Fargo-Moorhead to its west, Bemidji has easy access by air, motor carrier, and automobile to metropolitan services and international airports.

For more information on the region and the College's programs, services and facilities, please visit the website www.ntcmn.edu

Position

Reporting to the President of Northwest Technical College, the Provost and Vice President of Northwest Technical College will provide the vision for academic excellence and will provide administrative strategic and tactical leadership for Northwest Technical College, Bemidji, Minnesota.

Duties and Responsibilities:

1. The Provost will provide dynamic, energetic, entrepreneurial and strategic leadership for the College, its faculty, staff and students.
2. The Provost is responsible for developing and maintaining community relations and strategic partnerships for the college.
3. The Provost is responsible for the day-to-day operation of the college, strategic planning and the development of strategic intent, and is responsible for the regional accreditation process through the Higher Learning Commission.
4. The Provost will create an environment that encourages leadership at all levels of the college to insure continuous quality improvement.
5. The Provost will lead efforts in creative cooperation and collaboration and will produce continued progress in the alignment process with Bemidji State University.
6. The Provost will guide the planning and assessment of all college programs consistent with standards set by the college and by regional accreditors.
7. The Provost has line responsibility for college administration, and will provide leadership in planning, fund-raising, and college budgeting.
8. The Provost will provide leadership for the relevant MnSCU collective bargaining processes and agreements.
9. As a collaborative leader the Provost will work closely with the Dean of the College pursue an institutional strategy for student recruitment and student success.

The President, in consultation with the College academic and administrative leadership, has identified a number of priorities and initiatives to be addressed by the new Provost and Vice President, among them:

- Continued improvement in the diversity and quality of programs to support the needs of the community and the state.
- Further development of a distinctive academic program, based on the interprofessional concept, with attention to achieving a sound balance between fundamental and applied programs.

- Development of enrollment strategies that will enhance the quantity, quality, diversity and retention of a superior student body.
- Strengthen the functioning of shared governance among faculty, administration and staff.
- Establishment of relationships based on trust, confidence and respect with internal and external constituents.
- Expansion of strategic partnerships with other institutions of higher learning and industry.

Challenges and Opportunities

The Provost and Vice President of Northwest Technical College will have the opportunity to:

Strengthening the Campus Culture. At Northwest Technical College, an open campus culture is highly valued; dialogue and debate, a commitment to shared governance, collaboration, and access and interaction serve as the foundation for a unified vision for the College. The Provost and Vice President, along with the President and entire administration, will have an opportunity and responsibility to model and strengthen these values.

Leading in Changing Times. Northwest Technical College has enjoyed considerable success over the past decade in terms of its academic profile and rankings. However, faced with constrained resources, increased competition, and demographic trends, the College recognizes that established strategies and practices may not serve as well in the future. Work has begun to explore new approaches, and the next Provost and Vice President will play an important role in examining the future program mix, the organizational model, and the activities of the College in order to strengthen its educational quality and mission.

Building and Sustaining Relationships. Northwest Technical College strives to be a caring community of faculty, students, staff and administrators, committed to working together in an atmosphere of respect and common purpose. It is expected that the new Provost and Vice President will provide a style of leadership that recognizes the central importance of continuing to build campus community. Effective communication by the Provost and Vice President is a key to ensuring that the College commitment to community is realized. The Provost and Vice President needs to share information broadly, facilitate communication among others, and ensure effective and timely decision making and action.

Strengthening Diversity. Northwest Technical College has made a strong commitment to diversity and values the gains it has made. Enhanced ethnic, religious, racial, and gender diversity needs to be encouraged in the recruitment of students, faculty, and staff.

Achieving understanding and acceptance of fully integrated diversity remains a challenge. Further progress in these areas will require sustained and vigorous commitment from the entire College community to deeply integrate the diversity goals into personal and institutional development, teaching, scholarship, service, and global collaborations.

Embracing Shared Governance. In the context of a unionized workplace, the administration, faculty, and staff are committed to working together collaboratively to continually improve all aspects of the College. The Provost and Vice President plays a key role in developing and maintaining strong partnerships with the unions that represent faculty and staff, especially in a collective bargaining environment where the typical functions of a Faculty Senate are incorporated into the Faculty union structure. Working effectively with the various bargaining units to ensure mutual respect, participation, and cooperation is critical to the future growth and development of the College.

Building upon Existing Strengths and Develop New Programs. The Provost and Vice President must be an advocate for resources to support systematic growth in existing programs and new program development. In addition, the Provost and Vice President for Academic Affairs will guide the development of an academic model of education that integrates the foundational learning with vocational and professional programs, including an expansion of online and distance education.

Strengthening Resources. Northwest Technical College, like many other public institutions, realizes the need to diversify and build its resources through fundraising, grants, and contracts if it is to reach its goals. Future efforts must focus on academic and educational priorities, as well as support for faculty research and scholarship opportunities. As part of the College's leadership team, the Provost and Vice President will be actively engaged in these efforts. The College has begun planning for a major campaign initiative, a campaign which will call upon the Provost and Vice President to play an ever more active role in college-wide governance as the President is focused on work related to the campaign.

Strengthening Faculty Development. Northwest Technical College's dedicated faculty is one of its central strengths. In collaboration with staff and administration, the faculty shares the responsibility for the growth and success of the institution. Like other institutions of higher education, NTC currently faces economic challenges, increasing numbers of faculty retirements, regional demographic shifts, and rapidly changing educational technologies. These challenges must be addressed through the recruitment, retention, and sustained professional support of a creative faculty that can develop and refine relevant programs, and teach relevant curricula. The Provost and Vice President is expected to implement effective and sustainable means of enabling faculty to pursue innovative methods that enhance student learning, and advance the mission. Identifying resources and creating effective approaches to further develop the faculty, both as a community and individually, is a priority.

Increasing and Sustaining Competitive Edge in Distance Learning. As demographics shift, the university will need to develop technological resources to enhance learning for on-campus and distance students. Strategies to enhance enrollment, maintain state of the art technology, provide training for faculty, and develop new and innovative ways to deliver courses in order to maintain a high level of competitiveness will be essential. The Provost and Vice President will work closely with faculty and staff to develop creative ways to deliver distance learning programs that are cost effective and relevant to the workforce needs of the Bemidji community, the region, and beyond.

Community Engagement. Over the past several years, College outreach has led to unprecedented partnerships and collaborations with the Bemidji community and wider region. The new Provost and Vice President will be expected to work with the President and campus community in building upon and further deepening these ties, with attention to such issues as evaluating curriculum and partnering with the community in a changing economy and finding new ways to meet the educational needs of the region.

Maintaining Program Excellence. The College has gained a reputation for program excellence, learning, teaching, and student success. Every effort must be made to ensure that excellence remains the focal point in all aspects of the academic program. Increased enrollment, retention and more visible national recognition can be accomplished if the academic culture and student focus remain at the center of Northwest Technical College's commitment.

Personal Qualifications

Successful candidates for the position of Provost and Vice President will possess:

Minimum Qualifications

1. A Master's degree from a regionally accredited college or university.
2. A distinguished record in two-year college or university teaching.
3. A minimum of five years of senior leadership experience in a college or university, e.g., division chair or above.
4. A demonstrated participatory and collaborative leadership style.
5. Technical education experience or comprehensive community college experience.
6. Demonstrated knowledge of contemporary practice related to learning, student services, academic programming, and emerging technologies.
7. A strong commitment to ethnic and cultural diversity, specifically, and to the principles of employment opportunity and equality in general.
8. A clear understanding of and successful experience in community relations.

Strongly Preferred Qualifications

1. An earned doctorate from an accredited institution.
2. A record of successful administrative responsibility at the dean's level or above.

3. Demonstrated experience solving a variety of budgetary, personnel and management challenges in a rapidly changing academic environment.
4. Experience in facilitating meaningful interdisciplinary work across campus and between institutions.
5. Experience in a collective bargaining environment.
6. An appreciation for the role of the comprehensive technical college in Minnesota.
7. Successful experience in institutional fund raising.
8. Evidence of successful experience in effective organizational change.

The candidate also should have excellent personal and professional characteristics and be:

- A person of the highest integrity and compassion.
- A person who enjoys interacting with faculty, staff and students.
- Committed to academic freedom.
- Committed to a campus climate that fosters intellectual diversity, pluralism, and global perspectives.
- A forceful advocate for the institution and, in particular, its faculty and the academic program.
- A candid, clear communicator and an active listener.
- Able to foster a positive climate within which individuals may grow and develop.
- An effective, open negotiator and consensus builder.
- Able to make fair, difficult, and timely decisions.
- Sensitive to equity issues including race, ethnicity, gender, disability, and economic diversity.
- Energetic and well organized.
- A person with a sense of humor.

Information for Applicants

The review of credentials will begin immediately and will continue until the position is filled. For best consideration, please submit materials before February 29, 2012. Application materials should include: a letter describing your interest in and qualifications for the position; a curriculum vitae; and the names, addresses (including

email), and telephone numbers for at least five references which may include trustees, administrators, faculty, students, and community leaders. *Correspondents are strongly encouraged to communicate by email utilizing Word attachments.*

Nominations and applications should be submitted to ntc@storbeckpimentel.com.

Steve Leo and Matt Bunting of the search firm Storbeck/Pimentel & Associates are assisting the Northwest Technical College Provost and Vice President Search Committee. Questions may be directed to Matt Bunting at (802) 489-5485.

Northwest Technical College is committed to excellence and actively supports affirmative action and cultural diversity. To promote this endeavor, we invite individuals who contribute to such diversity to apply, including minorities, women, GLBT, persons with disabilities and veterans.