

Prince George's Community College

PRESIDENTIAL SEARCH 2020

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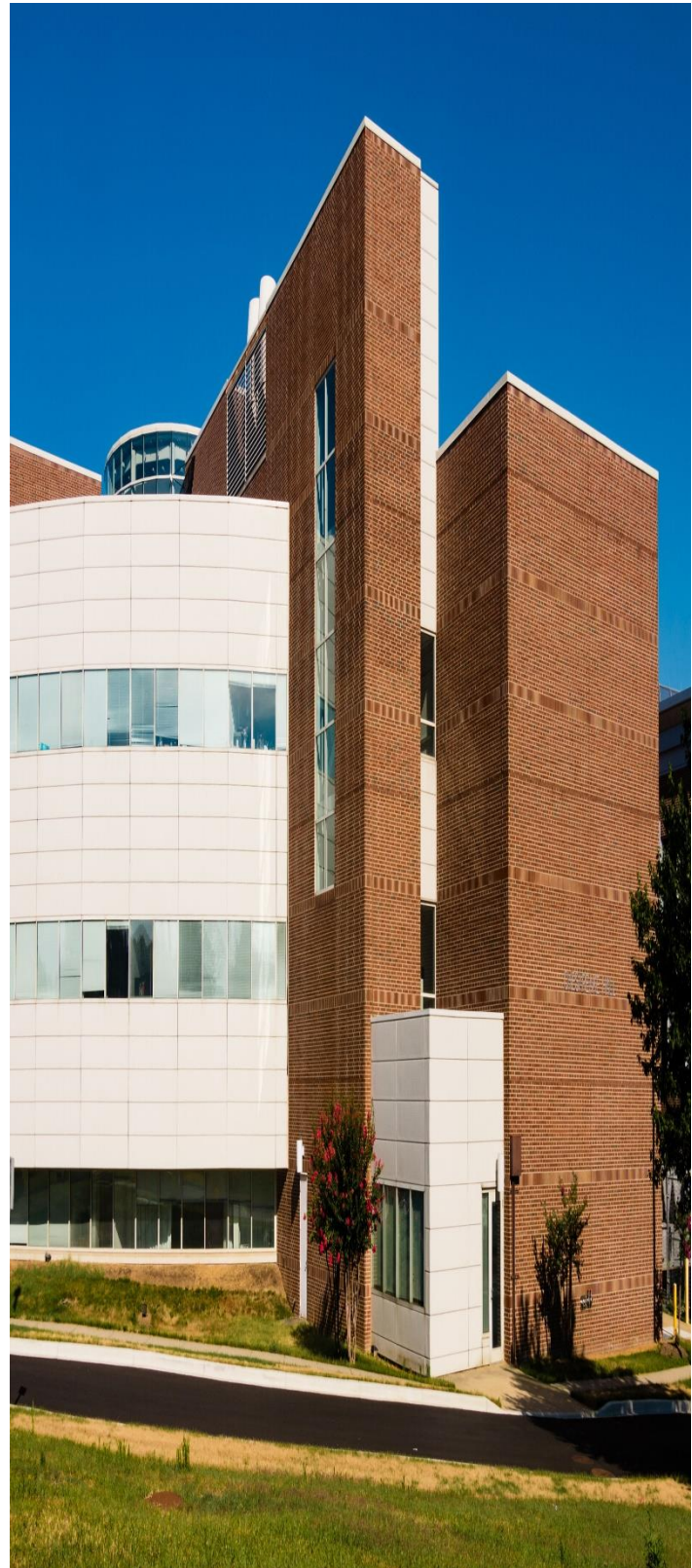


THE PRESIDENTIAL SEARCH

The Board of Trustees of Prince George's Community College (PGCC) announces the search for this historic and respected institution's ninth president. PGCC is ranked among the top community colleges in the nation. This institution is known for its deep engagement with the Prince George's County community, the state of Maryland and beyond. The College and its programs have grown consistently during its 60-year history and has launched thousands of students into productive careers and advanced degree programs.

PGCC is celebrating the 25-year record of unprecedented accomplishments of its retiring president, Dr. Charlene M. Dukes. During her 12 years as vice president for Student Services and 13 years as president, she has positioned the college to continue its pursuit of excellence, empowerment, and engagement. While confirming its legacy and solidifying its successes, PGCC seeks a visionary leader who will lead it to greater heights. The successful candidate will be one who is experienced, mission-driven, strategic, student-focused, and a champion for the college and the community. The next president will be a collaborator committed to the principles of collegial and participatory governance; a leader with integrity, and one who builds upon the many successes of Prince George's Community College. All of the accomplishments are the result of the dedication of outstanding faculty; committed administrators and staff; a supportive Board of Trustees; and a community that understands the worth of a college grounded in the community.

The Board expects to announce the selection of its new leader in April 2020 to begin June 2020.



Prince George's Community College

Institutional Profile

VISION

Prince George's Community College is the region's premier center for innovations in learning, community engagement, and strategic partnerships that inspire educational, career, and personal success.

MISSION

Prince George's Community College provides affordable, high-quality learning experiences that support personal, professional, and educational development for diverse populations contributing to the economic equity and cultural vibrancy of our community.



STATEMENT OF VALUES

Prince George's Community College strives to create an environment that emphasizes high standards, collaboration, engagement, and pride in the leadership and accomplishments of all members of the college community. As a learning community, we value:

- **Diversity.** We promote opportunities to expand our worldview through exposure to and greater understanding of all peoples, cultures, and lifestyles
- **Respect.** We treat every person with the same humanity, courtesy, and civility that we expect for ourselves
- **Success.** We believe all individuals have the potential to realize their goals
- **Professionalism.** We believe all individuals will approach their responsibilities ethically, fairly, and with high standards
- **Excellence.** We strive to ensure quality outcomes through rigorous learning experiences designed to develop the mind and build character through civic engagement and service learning
- **Lifelong Learning.** We promote learning and development at all stages of life. We believe learning takes place at all times both inside and outside the classroom. We honor and embrace all forms of learning, both formal and informal

2019 – 2021 STRATEGIC GOALS

The College engages in a collaborative and supportive approach to the creation of the various iterations of strategic plans over the past 15 years. The process is inclusive of internal and external stakeholders who share a vested interest in the success of the College and the greater community. The plan relies on a variety of tools – assessment, environmental scans, changing demographics, and shifting community, employer, and student needs.



The strategic goals and their respective implementation strategies focus the institution in a manner that will facilitate its ability to leverage strengths and resources that best serve its mission for the period defined, and its success is based on metrics, key performance indicators, and benchmarking for change:

Student Success: Creating and sustaining optimal conditions for students to design and achieve academic, career, and personal goals

Regional Impact: Driving strategic partnerships to identify and respond to the region's present and future priorities

Organizational Excellence: Creating and sustaining agile, effective, and efficient institutional synergies

ACCREDITATION

Initially accredited by the Middle States Commission on Higher Education in 1969, the College received reaffirmation, along with more than 20 commendations signaling its ongoing commitment to the provision of academic programs and services aligned with student learning outcomes that meet the expectations of postsecondary experiences, in June 2015. Based on the new eight-year timeline, the next accreditation review is scheduled to occur in 2023.

GOVERNANCE

The system of governance at Prince George's Community College is one of a collaborative nature grounded in integrity, transparency, and respect. There are myriad bodies that are involved in the governance system and have distinct roles as identified by formal recognition in the College CODE of Policies, inclusive of but not limited to representative constituency groups (faculty, students, administrators and professional staff, technical and support staff, and AFSCME-Local 1646).

Of the various bodies within the governance system, the primary body for institution-wide issues is the College-wide Forum of Prince George's Community College. The Academic Council is the focal point for the discussion of academic policies, academic procedures, and the academic success of students, while providing oversight of academic programs.

PRINCE GEORGE'S COUNTY

With nearly 950,000 residents living in 500 square miles and a median income of \$83,000 (\$20K above the national average), the County is the second most populated area in the state of Maryland. It is home to several federal agencies, including Joint Base Andrews and Air Force One; U.S. Census Bureau; U.S. Internal Revenue Service; NASA-Goddard Space Flight Center; U.S. Department of Agriculture; National Maritime Intelligence-Integration Office; National Oceanic and Atmospheric Administration; U.S. Food and Drug Administration; and U.S. National Archives and Records Administration. A major partner in education, the Prince George's County Public Schools, serving 130,000 students, is the second largest system in the state and the 17th largest in the nation. The University of Maryland College Park, the flagship institution; Bowie State University, the first historically black college in Maryland; and the University of Maryland Global Campus, formally UMUC are located within eight miles of Prince George's Community College and serve as three of the top transfer universities.

The County continues to grow its commitment to economic vitality and residents' well-being through major employers, such as Verizon, United Parcel Services, Giant Food, Safeway Foods, Adelphi Laboratory Center, Gaylord Resort and Convention Center, MGM National Harbor, University of Maryland Capital Region Health System, Doctors Community Hospital, and Medstar Southern Maryland Hospital Center. Additionally, 95% of all businesses identify as small businesses, and more than 4,000 nonprofit organizations are based in the County. Combined, these businesses and others account for a workforce of 515,000 employees.



MORE THAN SIXTY YEARS OF AFFORDABLE AND ACCESSIBLE EDUCATION

Prince George's Community College opened its doors in 1958 to fewer than 200 students. For the first 10 years, the College offered classes at Suitland High School for those interested in earning a college degree or advancing their careers. In 1967, the College moved to its permanent location in Largo, Maryland. From its very beginning student success has remained the highest priority at the College. Since its inception, more than 500,000 students attended the College, and, today, nearly 40,000 students are served annually. With the commitment of dedicated and supportive staff and faculty, students have a clear path to achieving their goals and dreams.

The commitment to assuring a pathway to student success is demonstrated through the College's involvement with key high-impact practices supported by the Ensuring Student Success Institute, hosted by the Center for Community College Engagement; the Association of American Colleges and Universities Roadmap Project; engaging in evidence-based decisions with Achieving the Dream; and being selected as one of 30 community colleges by the American Association of Community Colleges for the inaugural Pathways Project.



ACADEMIC and CAREER PATHWAYS

Credit and continuing education programs are concentrated within ten academic and career pathways and mapped to the College's top transfer institutions and workforce needs:

- Allied Health and Nursing
- Behavioral and Social Sciences
- Business, Industry, and Entrepreneurship
- Education
- Liberal and Creative Arts
- Professional and Personal Development
- Public Safety and Law
- Sciences, Mathematics, and Engineering
- Technology
- Wellness, Culinary Arts, and Hospitality

Students can choose from and among 51 associate degrees, 31 credit certificates, and 138 continuing education offerings. The programs and continuing education offerings, provided through each of ten pathways, prepare students for rewarding careers and transfer opportunities to four-year colleges and universities across the county, region, and nation. The College offers the Associate in Arts (A.A.), Associate in Science (A.A.S.), Associate in Arts Teaching (A.A.T.); Associate in Science Engineering (A.S.E), and the Associate in Applied Science (A.A.S.).

Additionally, high school students can pursue credit certificates; workforce training, certifications, and licensures; continuing education classes; and dual enrollment while in high school.



DEGREE AND EXTENSION LOCATIONS

In addition to the main campus, programs of study and course offerings are available at five degree and extension sites situated throughout Prince George's County, supporting geographically accessible opportunities to students and the community.

Joint Base Andrews, located in Clinton, Maryland, primarily serves military personnel, their families, and residents. Opened in 1972, it is the oldest degree and extension site.

Laurel College Center, a state-designated regional higher education center in partnership with Howard Community College, is located in Laurel, Maryland. It offers dual enrollment, associate degrees, and specific bachelor's, master's, and doctoral degrees in partnership with four-year colleges and universities.

Skilled Trades Center, located in Camp Springs, Maryland offers short and longer-term programming in the trades - HVAC, plumbing, and residential construction.

University Town Center is the largest degree and extension center located in Hyattsville, Maryland. It serves the most geographically diverse population of students.

Westphalia Training Center, located in Upper Marlboro, Maryland, offers a wide array of focused training in the skilled trades, apprenticeships, certifications, and licensures.

ENHANCING THE ECONOMY

Prince George's Community College aligns its programs and resources with student and community needs. This is part of the College's mission to enhance the economic vitality of the region. Credit and



continuing education offerings support the local, state, and regional economies, including entrepreneurship, gaming, information technology, healthcare, business, application and software development, the performing arts, general education, and lifelong learning. The College also administers a Seniors Aging and Growing Educationally program (SAGE), serving more than 5,000 residents age 60 and older. It is often cited as one of the largest programs on the east coast.

The College prepares students to be competent and skilled members of the workforce. Prince George's Community College also prepares students to contribute their time and talents to the community in meaningful ways. These efforts strengthen the foundation of the College and boost the economy. In 2017, the College contributed over \$118M in added income and \$686M in economic impact to Prince George's County.

FACILITIES

In the past 10 years at the 150-acre main campus in Largo, the community applauded major renovations and/or new construction of the Center for Advanced Technology, the Bladen Hall Student Services Wing, the Center for Health Studies, the Culinary Arts Center, Lanham Hall, and the Center for the Performing Arts. Additional space has been leased at Laurel College Center and University Town Center in support of student growth and program offerings.

In concurrence with the state-required Facilities Master Plan, renovation and construction will commence in Spring 2020 and Fall 2021, respectively, for Marlboro Hall, the largest classroom building, and Largo Student Center. A focus on the facility needs and locations represent the commitment to provide students, faculty, and staff with access to cutting edge technologies and more contemporary, inclusive work environments.



STUDENT PROFILE

FY2019 Enrollment

- 37,411 total unduplicated headcounts
 - 16,981 credit students
 - 21,274 continuing education students
 - 13,844 enrollments in credit online courses
 - 2,300 enrollments in continuing education online courses
- 1,424 high school students dually enrolled

Demographics for credit students:

- 63% Female
- 37% Male
- 38.6% aged 25 or older
- 96% students of color
- 92% of students enrolled live in county
- 72.7% enrolled part time

EMPLOYEE PROFILE (Fall 2019)

Currently, the College's employs over 2,000 employees:

Employee demographics

- 60% Female
- 40% Male
- 240 Faculty (credit - full-time)
- 1,000 Adjunct Faculty (credit and continuing education)
- 800 staff (full and part-time)



Demographics for continuing education students

- 78.5% aged 25 or older
- 87.8% non-white



BUDGET

The fiscal year 2020 budget is \$124M. For each of the past 10 years, the College has realized modest increases in county and state support, allowing for minimal tuition and fee increases. Contributions to the FY21 budget are accounted for as follows: 35.4% county, 25.2% state, 35.6% tuition and fees, and 3.8% auxiliary services. The College has an active grants and resource development program to support instruction and student support services. Since FY2012, the College and the Prince George's Community College Foundation have been awarded over \$70M in federal, state, and local grants.

MAJOR HIGHLIGHTS AND ACCOMPLISHMENTS – 2007 to the Present



2019 – Opened the new Center for Performing Arts.

2019 – Recognized as a Bellwether Finalist in Institutional Governance.

2015, 2016, 2017, 2018, and 2019 – Recognized as an Institution Committed to Diversity by Minority Access, Inc.

2018 – Opened the new Culinary Arts Center campus and completed major renovations and new construction to Lanham Hall.

2018 – Accepted inaugural participants in the Prince George's County Promise Scholarship Program.

2017 – Received the AACC Outstanding College/Corporate Partnership Award for the collaboration with MGM Resorts National Harbor

2017 – Won the Telly Award for Striving for The Extraordinary in the Educational Institution category.

2017 – Launched three new early college access opportunities for County students: Teacher Preparation Early College; Pathways in Technology Early College High School (P-TECH); and the 3D Scholars Program.

2016 – Launched the initial work of Pathways and begin the realignment of programs and services to support high-impact practices.

2016 – Ranked among the 20 Best Colleges in the Nation for Adult Learners by Washington Monthly.

2016 – Second Information Technology Early College program launched at Chesapeake Math and Information Technology South located in Upper Marlboro.

2013 – Honored by the League for Innovation in the Community College for Innovation of the Year Award in the Leadership and Organization Category.

2013 – Created PGCC Cares to support students in personal need.

2013 – Recognized in top 100 of associate degree producers for students of color by Community College Week.

2013 – Information Technology Early College program launched with the Chesapeake Math and Information Technology North public charter school located in Laurel. Prince George's Community College's second middle college program.

2012 – Opened the new Center for Health Studies.

2011 – Recognized as White House Champion of Change by President Barack Obama.

2011 – Selected as an Achieving the Dream College.

2011 – Opened the Academy of Health Sciences - the first middle college high school in the state of Maryland.

2010 – Named as National Center of Academic Excellence in Information Assurance at the two-year level and maintains this recognition through 2020.

2009 – Named to the President of the United States' Higher Education Community Service Honor Roll by the Corporation of National and Community Service.

2007 – Launched the National Cyberwatch Center with funding from the National Science Foundation.

2007 – Appointed Dr. Charlene M. Dukes, to serve as president of Prince George's Community College.



KEY PARTNERSHIPS

Prince George's County Government

Prince George's County Government provides ongoing operational funding, currently at \$42M, inclusive of the Prince George's County Promise Scholarship. The Prince George's County Promise Scholarship pays for tuition and mandatory fees that are not covered by federal or state financial aid. The scholarship is open to recent graduates of Prince George's County Public Schools seeking an associate degree, industry certification, or licensure in a workforce training program.

In addition to assisting with ongoing training and professional development for County government employees, the County engages the College in supporting key initiatives, such as the Summer Youth Employment Program (SYEP). Prince George's Community College supports the SYEP in two ways: by providing job-readiness and industry-based training for up to 2,000 youth annually, and second, by serving as a host site for the SYEP, a six-week, entry-level introduction to public service for youth in Prince George's County. This county-wide initiative offers youth enriching and constructive summer work experiences in various assignments throughout our government and community.

Prince George's County Public Schools



The College has five early/middle college programs primarily serving first-generation minority students who are eligible for free and reduced meals (FARMS): Maryland's first middle college, the Academy of Health Sciences (AHS); Information Technology Early College (ITEC) with the Chesapeake Math and Information Technology (CMIT) North; ITEC with CMIT South; Teacher Preparation Early College; and Pathways in Technology Early College High School (P-TECH).

Additionally, the Prince George's 3D (Diploma – Associate's Degree – Bachelor's Degree) Scholars Program is a specific initiative utilizing dual credit to facilitate college completion. The program is a partnership among Prince George's Community College, Prince George's County Public Schools, and University of Maryland Global Campus (UMGC), formerly the University of Maryland University College. This unique program is designed to help county residents move from high school (PGCPS), to community college (PGCC), to four-year college/university (UMGC) to earn a bachelor's degree, all at a guaranteed cost of no more than \$10,000.

The College has also initiated programs to support high-school student matriculation from PGCPS, such as Dual-to-Degree and Creating Opportunities of Academic Success and Transfer (COAST). Dual-to-Degree provides financial incentives by extending a portion of the tuition discount given to dually enrolled students if they continue their studies at PGCC upon high school graduation. COAST is a high school to college pathway program that places dedicated PGCC academic coaches in targeted PGCPS high schools to ensure participants "coast seamlessly from high school to college completion." Coaches provide academic and student support, using an intrusive, case management approach.

MGM Resorts National Harbor

The 2016 opening of the MGM Resorts National Harbor location provided the opportunity to create a launch the College's Dealer School. Prince George's Community College Dealer School offers candidates the opportunity to learn traditional games including Blackjack, Roulette, Craps and Baccarat, and work with industry professionals. MGM provides a myriad of internship opportunities in hospitality, culinary, and gaming for Prince George's Community College students.



Prince George's Community College Foundation

The Prince George's Community College Foundation, Inc. was incorporated on April 19, 1985, and received 501(c)3 status on February 13, 1986. It is operated exclusively as a nonprofit organization for the charitable and educational purposes of furthering the programs, facilities, and opportunities at Prince George's



Community College by providing financial resources to meet its goals and objectives. The Board consists of 21 community leaders who advocate, provide guidance and ensure accountability for efforts related to fundraising, endowment, scholarship, community relations and other matters of growth and sustainability. By fostering partnerships and leveraging funds, the Board has helped to position the college to reach its strategic goals and objectives.

The Foundation's efforts are aligned with the highest institutional priorities to provide:

- scholarships and services that maximize access for a broad range of students with diverse needs;
- academic and workforce development programs that prepare students for the region's high-demand jobs; and
- technology, equipment, and furnishings to support state-of-the-art teaching and learning.

United Way of the National Capital Area



The College and the community have benefited from the partnership that created the College's Financial Empowerment Center, which offers free financial services. The Center helped 2,936 Prince George's County residents achieve a measure of financial stability during the past year. The free services include personal financial and small business coaching for individuals, along with educational workshops, credit and home buying counseling, and tax preparation. Debt management and reduction, as well as credit improvement, remain a focus of the Center's efforts.

AGENDA FOR THE NEW PRESIDENT

The next president of Prince George's Community College needs to be prepared to address the following opportunities and challenges.

Opportunities:

- Provide visionary leadership to develop the next strategic plan and key goals linked to the College's vision, mission, values, and academic principles
- Prepare for 2023 Accreditation
- Build upon the current accomplishments of the College's four-year journey as one of the original 30 community colleges selected to plan, develop, and implement Pathways in support of student recruitment, retention, persistence, graduation, and transfer
- Connect the Educational, Technology, and Facilities Master Plans as essential components of the Strategic Plan that directs the future of the College's commitment to teaching, learning, and student/employee success

- Serve as a politically astute advocate and champion at the local, state, and national levels to maintain reputational and brand capital for Prince George's Community College
- Expand on the current relationships with public and non-public schools and nonprofit organizations to enhance innovative programs, such as early/middle colleges and the local and state Promise Scholarship programs
- Seek creative industry, business, and nonprofit partnerships that are critical in responding to the workforce needs and the resulting economic equity achieved by students served by the College
- Work in tandem with local and state government to ensure resource growth to support the operational and capital needs of the College
- Ensure the programmatic offerings, inclusive of credit, workforce development, and continuing education, meet the needs of current and new industries, and the expanding region
- Support transfer programs to ensure ongoing connections and pathways with four-year colleges and universities
- Provide opportunities for all employees to engage in professional development and accountability in support of individual growth and collective impact to attain the goals of the Strategic Plan
- Remain focused on institutional health and well-being of employees and fiscal operations
- Identify and capitalize on new opportunities for revenue growth, including but not limited to student enrollment and innovation
- Develop and partner on opportunities to engage the greater Prince George's County community and region through scholarship, research, and service
- Maximize current friend-raising and fund-raising opportunities to provide additional streams of philanthropic and financial support for the College
- Expand the reach of the College to underserved areas in southern Prince George's County

Challenges:

- Maximizing revenues to support agile and innovative best practices to support student success
- Incorporating 21st century strategies to tackle 21st century issues associated with institutional growth and productivity
- Focusing on the potential of declining revenues, inclusive of state support, and the resultant impact on funding
- Enabling the College and its employees to maintain a level of currency with technology to include the enterprise system, devices, training, and utilization
- Requiring, as pending retirements loom across all employee constituencies, a rethinking of the skills and expertise necessary to engage in the 21st century work of the College to meet its goals and commitments to future institutional aspirations
- Continuing to build the College's reputation, programs, and services to ensure continuity of enrollments and belief in the institution as one of first choice in the community

QUALIFICATIONS and DESIRED CHARACTERISTICS

As the Presidential Search Committee begins its efforts to identify PGCC's ninth president, the community has clearly indicated a need to retain its status as an influential institution, solidify its historic accomplishments, and prepare the College for an even stronger future. In that regard, qualifying candidates must possess the following qualifications and attributes:

- A terminal degree from an accredited institution of higher education is required
- Understands, is committed to and embraces the mission and vision of community colleges
- Senior management experience within community college, higher education, or non-traditional environment that demonstrates ability to lead, manage, and use data/evidence to enhance student success within the Pathways framework developed by the College.
- Strong and sound fiscal management experience with multi-million-dollar budgets
- Equivalent and/or applicable senior level experience that illustrates the ability to lead a complex, multi-dimensional, and multi-layered organization with a jurisdiction that also has a regional footprint
- A visionary, mission driven leader who will live in Prince George's County and seek to become a respected and visible leader in the greater community.
- An inspiring and thoughtful leader who is enthusiastic about the opportunity to serve a large suburban-urban minority serving institution within a geographically diverse community of varying degrees of wealth and need
- A leader of high integrity, exhibiting commitment, courage, character, and advocacy while understanding the culture of this strategically positioned institution with local, state, and national organizations; public and private entities; and state and federal legislators
- A strategic convener who is an exceptional listener with outstanding communication skills and demonstrates the willingness to engage internal and external stakeholders in understanding issues and developing solutions

- A leader who appreciates and embraces the values of participatory governance and continues to support these values in a collegial environment with and among the various stakeholders and across all constituent groups
- A leader skilled in collective bargaining is preferred
- Demonstrated ability to friend-raise and fund-raise from public and private sources
- Teaching experience within the community college/higher education environment
- A student-focused leader who understands and responds to the holistic and complex needs of a large and diverse student population
- A leader who understands, interprets, and uses data-informed decision-making capabilities to influence and drive change in admissions, financial aid, retention, transfer and graduation/completion rates, all of which are essential components of student success and institutional viability
- An equity and inclusion ambassador who advocates, practices, and promotes engagement across many diverse groups and engages whole-heartedly in the identification and growth of talent across the organization
- A person who demonstrates effective leadership and is committed to promoting equity and inclusion and safe spaces within a collegiate environment that respects and supports the individuality of all persons
- A leader with a demonstrated track record of transformational leadership in a large complex organization and versatility in resource development
- A builder and chief advocate who is an outstanding communicator with interpersonal skills and who will energetically serve as chief spokesperson for the College and effectively tell the Prince George's Community College story while establishing strong alliances and mutually beneficial partnerships with external stakeholders and the larger community
- An effective negotiator, a distinguished thought leader, and a community focused individual who will cultivate a compelling external presence with political, business and community leaders and who will embrace active leadership in the college, the community, the region, the state and the nation
- A skilled and adaptive leader and administrator with the ability, insight and organizational skills needed to effectively develop talent, build and empower effective teams, and incorporate best practices

- A transparent president who commits to the continued establishment of a culture of evidence and accountability across all areas of the College
- A servant leader committed to the mission of community college education and to successful activism for its mission at the local, regional, state, and national levels; maintains memberships and participation in key higher education associations to increase both access to opportunities to strengthen the College and understand new and emerging evidence-based practices that impact the College's success for students and employees



THE PROCESS OF CANDIDACY

Prince George's Community College is at an inimitable moment in its history. The College and the entire region celebrate the greatness of its 60-year history and looks forward with a clear understanding of the criticality of this presidential selection. The College will follow a very rigorous, responsible, inclusive and thorough process. The deadline for submitting applications is February 21, 2020, after which the Search Committee will complete its screen and review process to select candidates for confidential off campus interviews. The committee will continue to review applications until the next president is selected by April 10, 2020. For full consideration, applicants must submit the following:

- 1) a comprehensive vita with experiences and credentials detailed in chronological order;
- 2) a letter of interest that addresses the qualifications identified in the Presidential Profile; and
- 3) five references with email addresses and phone numbers. References will not be contacted without the permission of the candidate but should be available for contact once a candidate is selected for interview.

For full consideration, all information must be received by February 21, 2020. Applicants should submit the appropriate materials electronically in MSWord or Adobe PDF to the chair of the search committee:

Mrs. Oretha Bridgwater-Simms
Chair, Search Committee
Member, Board of Trustees
Prince George's Community College
Email: PrinceGeorgesPres@agbsearch.com

Inquiries, nominations, and questions should be directed to a member of our search consultant team:

Dr. Gwendolyn Boyd
Executive Search Consultant
AGB Search
Mobile: 301-538-1019
Gwendolyn.Boyd@agbsearch.com

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Executive Search Consultant
AGB Search
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Equal Opportunity Employment has been, and will continue to be, a fundamental principle at the Prince George's Community College, where employment is based upon personal capabilities and qualifications without discrimination because of race, color, creed, gender identity, religion, sex, age, national origin, disability, sexual orientation or any other protected characteristic by law. This policy applies to all policies and procedures relating to recruitment and hiring, benefits, termination and all other terms and conditions of employment. Questions or concerns should be referred to the Human Resources Office.

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the U.S. and complete employment eligibility verification paperwork.