



Developing
EPCC
Leaders

Meet with Cabinet
members to learn about
College Operations
Programs
Services
Leadership

El Paso Community College Leadership Academy Class of 2018



El Paso
Community
College

Application Packet
Class of 2018

DUE: Friday, October 20, 2017



August 10, 2017

Greetings

The El Paso Community College Leadership Academy is now accepting applications for the Class of 2018, a one-year program that will begin in January 2018. We will be celebrating our 14th year in offering a unique professional development opportunity open to all faculty and staff.

The goal of the Class of 2018 Academy is to provide participants with leadership skills and a greater understanding of College operations, services, programs, and activities that will enhance their service to EPCC and to the community. Members of the Class of 2018 will participate in monthly training sessions; network with faculty, staff, administrators, and community leaders; complete an Individual Leadership Action Plan (ILAP), and attend a special two-day training event.



I encourage all employees to consider applying for the Class of 2018. To apply, submit your completed application, and request that your supervisor/director submit the Supervisor's Statement of Support. Applications are due by 5:00 p.m., October 20, 2017. Those currently in leadership roles *and* those seeking to enrich their understanding of the College are encouraged to apply. Additional information about the Leadership Academy, and an application can be found at <http://www.epcc.edu/LeadershipAcademy>. Visit the Academy Facebook page at <https://www.facebook.com/leadership.epcc.edu/> to view a photo history of Academy events.

I strongly support and congratulate the Leadership Academy Committee for their dedication in structuring the Academy in support of EPCC succession planning and for their continued commitment to this effort.

Sincerely,

A handwritten signature in black ink that reads "William Serrata". The signature is written in a cursive, flowing style.

William Serrata, Ph.D.
President



Class of 2018
SPECIAL EDITION III
El Paso Community College

**MEET ON A MONTHLY BASIS
TO LEARN ABOUT EPCC PROGRAMS, SERVICES, OPERATIONS, AND ACTIVITIES
MEET WITH
DR. SERRATA, EPCC PRESIDENT
EPCC VICE PRESIDENTS , ASSOCIATE VICE PRESIDENTS & STAFF
COLLEAGUES AT OTHER CAMPUSES
AND COMMUNITY LEADERS**

The Leadership Academy is a one-year program consisting of monthly training modules. Half-day and full-day sessions are provided by EPCC Cabinet members and staff, community leaders, and trainers. Training sessions are held at the EPCC Administrative Services Center (ASC) Boardroom and are generally scheduled on the third Tuesday of each month; however, Boardroom availability and holidays also factor into meeting dates. The Academy agenda also includes a two-day retreat. In addition to attending monthly sessions, participants will complete an Individual Leadership Action Plan (ILAP) that includes personal and professional growth activities.

The Class of 2018 orientation meeting will be held Monday, November 6, 2017, 2:00 p.m. to 5:00 p.m. in the ASC Boardroom.

Employees who have previously completed Fundamentals of Leadership or Advanced Leadership are invited to apply, as well as faculty, staff, and administrators who have *never* participated in the Academy. Only employees who completed the SPECIAL EDITION Classes of 2016 or 2017 need not apply; *SPECIAL EDITION III* will be similar in content to the two previous SPECIAL EDITION classes.

Our goal each year is to include a diverse group of participants in the Leadership Academy that represents each campus, multiple teaching disciplines, and staff from a wide range of programs, offices, and departments. Attendance at all workshops is expected for continuation in the program. Thank you for your interest in participating.





El Paso Community College Leadership Academy

OPEN TO ALL FULL-TIME AND PART-TIME FACULTY AND STAFF

Have you previously applied for or participated in the Leadership Academy? _____

If yes, what year(s) did you apply OR attend? Applied but did not attend: _____

Attended year(s) _____

EPCC ID # _____

<p>Name: Below, identify preferred name for use on badge and nametent if selected: If "Dr." please designate "Ph.D. or Ed.D."</p>	<p>Employee Title: If selected, identify preferred name for use on graduation certificate:</p>
<p>Department or Discipline:</p>	<p><input type="checkbox"/> Administrator <input type="checkbox"/> Classified Staff <input type="checkbox"/> Faculty <input type="checkbox"/> Professional Support <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Seasonal</p>
<p>Primary Campus:</p>	
<p>EPCC Phone Number:</p>	
<p>Number of Years with EPCC: Birthday: MONTH and DAY ONLY:</p>	<p>EPCC Email Address:</p>

The signed application should be received **by 5:00 p.m., Friday, October 20, 2017**

Mail applications to: Leadership Academy, Linda Brown, Ph.D. ASC, A701 or email to lbrown1@epcc.edu



Name:

1. EMPLOYMENT HISTORY: Provide a brief summary of your employment within the past five years including a brief description of your job responsibilities and involvement on College committees or in College activities.

2. CIVIC AND COMMUNITY ACTIVITIES: Include involvement within the past five years.

3. CHANGE: If you could magically and immediately change two things at EPCC tomorrow, what would they be?



Name:

4. STATEMENT OF INTEREST

Why are you applying to be a part of the EPCC Leadership Academy? What do you expect to gain from the experience? How will you use what you learn to benefit yourself, students, and EPCC?

I understand that if I am selected as a participant in the EPCC Leadership Academy I am expected to attend and participate in all sessions and will use my acquired knowledge and leadership skills to enhance the future of El Paso Community College. I will take the necessary steps to ensure the necessary coverage in my area on meeting days.

You will receive confirmation of receipt of your mailed or emailed submission.

Signature:

Date:

The El Paso Community College District does not discriminate on the basis of race, color, national origin, religion, gender, age, disability, veteran status, sexual orientation, or gender identity.



Supervisor's Statement of Support

DUE: October 20, 2017. Please send your sealed statement to Leadership Academy, Linda Brown, Ph.D., ASC, A701

Note: A faculty member's supervisor is his or her dean.

Staff members: please ask your manager/supervisor and director to sign and

Name of Candidate:

Campus:

How long has the candidate worked with you?

Name of applicant's Manager/Supervisor:

Title:

Name of applicant's dean, director, or AVP providing approval:

Department:

Phone:

1. Why are you recommending this person's participation in the Leadership Academy and how would the candidate and the department benefit from his or her participation in the EPCC Leadership Academy?

2. Please rate the candidate with respect to each characteristics listed, using a scale from 1 to 5, with 1 being lowest and 5 being highest.

Additional Comments:

Characteristic	Rating
Leadership abilities or potential	
Interpersonal skills	
Dependability	
Motivation to learn	
Other:	

The Academy is designed to serve the College, the department, the employee, and our students. It is important that participants attend Academy activities provided throughout the year in the personal development, teambuilding, networking, and EPCC project development process. Please take your staffing needs into consideration when recommending an applicant. Over the course of the year, participants will be out of the office/classroom once a month for some half days or full days, and will attend a 2-day retreat. In addition, they will attend occasional, short, meetings with their reading team and devote a limited amount of time to completing their Individual Leadership Action Plan (attached). Thank you for supporting your employee in this personal and professional growth and succession planning program.

I agree to support this candidate, if selected, by providing the time and office/classroom coverage necessary to complete the requirements of the EPCC Leadership Academy.

Manager: _____ **Date** _____

AVP, Director or Dean: _____ **Date** _____



EL PASO COMMUNITY COLLEGE LEADERSHIP ACADEMY

Individual Leadership Action Plan (ILAP)

Each REFLECTION requirement will include response criteria. Participants will receive details about the ILAP in November at the orientation.

ACTIVITY: Attendance or participation in the following	DATE	REFLECTION & COMPLETION (criteria will be provided)
Attend an EPCC Board meeting		Written observations
Attend an EPCC Standing Committee meeting (identified committees)		Written observations
Participate in a book discussion with other Academy participants		Book notes & meeting observations
Interview a local leader		Questions & summary of lessons learned
Take on a new leadership role: short or long-term		Written observations and lessons learned
Attend a College event: athletic, political, diversity, fine arts, nonprofit, training, recycling, EPCC Toastmasters, etc. Details will be provided.		Written observations
Attend or volunteer at an El Paso event, museum, performance, civic organization, meeting, or nonprofit activity.		Written observations
Contact someone in "your department" at another college and interview them about what works well at their institution		Written observations; share lessons learned with your director or dean
Make a recommendation to your supervisor, dean, director, VP or President about how to improve something at EPCC		Written recommendation
Address a personal or department workplace conflict, situation, or concern.		Written observations
Develop a personal 2-year goal and plan for achieving it.		Completed goal-setting document



El Paso Community College Leadership Academy Class of 2018 Steering Committee

<p>William Serrata, Ph.D. President, EPCC</p>	<p>Helga Carrion hcarrion@epcc.edu 831-4341 Rio Grande</p>	<p>Claudia Del Hierro cdelhie1@epcc.edu 831-2269 Valle Verde</p>	<p>Norma Hinojos ngariba2@epcc.edu 831-2016 Valle Verde</p>
<p>Josette Shaughnessy Vice President Administration and Financial Operations</p>	<p>Erick Garcia egarc481@epcc.edu 831-2439 Valle Verde</p>	<p>Martha Garcia mgarc648@epcc.edu 831-3155 Valle Verde</p>	<p>Eddie Trevizo erodri47@epcc.edu 831-2298 Valle Verde</p>
<p>Linda Brown, Ph.D. Coordinator lbrown1@epcc.edu 831-5841</p>	<p>David Rodriguez drodri71@epcc.edu 831-3759 ASC</p>	<p>Carlos Mejia cmejia2@epcc.edu 831-4235 Rio Grande</p>	<p>Richard Stevens rsteven3@epcc.edu 831-2491 Valle Verde</p>
<p>Fernie Mata fmata8@epcc.edu 831-2651 Valle Verde</p>	<p><i>Building a Culture of Leadership</i></p>	<p>Laura Saldana lsaldan2@epcc.edu 831-6366 ASC</p>	

