

# HILLSBOROUGH

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## Community College

### The 21<sup>st</sup> Century Employee at HCC

As of October 10<sup>th</sup>, 2003

The traits of the 21<sup>st</sup> century HCC employees provided below were derived from comments and recommendations provided by faculty, administration, and staff during Spring and Fall 2001. First and foremost, all employees should embrace the College's values:

- **Visionary, Ethical Leadership** that upholds participatory decision-making; that acknowledges the contributions of others; and that creates a culture of openness, inclusion, trust, honesty, fairness, respect, loyalty, and appreciation.
- **Academic Quality and Integrity** that maintain the highest standards for providing the educational experiences that will ensure student achievement in current and future endeavors.
- **Accountability** that responds to the College's internal and external community. The College will provide a work environment that fulfills its mission, and it will continually monitor results and review its strategic plans.
- **Community Relations** that include collaborative partnerships, shared resources, and continuous communication. The College commits itself to community forums, advisory committees, and other means of participation.
- **Educational Support Services** that provide broad access for students through excellent staffing, modern materials, and technological resources. The College will promote student completion of desired programs. Support services aim to enhance student diversity, development, and growth.
- **A Learning Environment** that offers creative delivery of programs and advances opportunities and successes through the use of traditional and nontraditional student-centered instruction.
- **Fiscal Responsibility** that demonstrates sound management, long-range planning, and comprehensive participation in the budget process.
- **Development Opportunities** that focus employees' work toward students and that motivates employees to maintain high standards.
- **Cultural Diversity** that celebrates individual talents and experiences that enrich one another's lives as well as improve the College's curricular and extracurricular offerings.
- **Strategic planning** that not only responds to internal and external needs, but also assesses and anticipates strengths, weaknesses, and opportunities. This planning will be practical, comprehensive, and visionary in its approaches.

## Recommended Traits for All Employees

Attitudes	Knowledge and Skills
<p>Twenty-first century HCC employees</p> <ul style="list-style-type: none"> <li>• display a learning-oriented and student-centered focus;</li> <li>• show enthusiasm, creativity, and innovativeness;</li> <li>• possess a sense of humor that helps them remain flexible and that motivates them to be team players;</li> <li>• embrace empathy and fairness;</li> <li>• appreciate diversity – not only racial and ethnic diversity, but diversity in the environments and backgrounds of their colleagues;</li> <li>• demonstrate an avid interest in pursuing development opportunities;</li> <li>• participate in other duties as requested;</li> <li>• pursue challenges;</li> <li>• possess the personal initiative to be self-starters and problem solvers;</li> <li>• exhibit entrepreneurship;</li> <li>• display vision and energy;</li> <li>• serve as ambassadors for the College to the community;</li> <li>• uphold personal and professional ethics;</li> <li>• are passionate about the quality of their work;</li> <li>• demonstrate professional behavior;</li> <li>• deals effectively with ambiguous situations;</li> <li>• are highly adaptive;</li> <li>• respect others;</li> <li>• understand and maintain the difference between the public and private use of college resources.</li> </ul>	<ul style="list-style-type: none"> <li>• Twenty-first century HCC employees</li> <li>• know their own position responsibilities and may be able to work in areas outside their own;</li> <li>• understand the philosophy of the community college and its mission;</li> <li>• place student success as a top priority;</li> <li>• are technologically proficient;</li> <li>• comprehend legislative issues;</li> <li>• participate in efforts to bring about needed changes both at the state level and within the College;</li> <li>• demonstrate strong interpersonal communication skills;</li> <li>• make their personal mission to remain adept, aware, and alert to new opportunities to enhance their knowledge and skills.</li> </ul>

## Additional Traits Specific to Faculty

Attitudes	Knowledge and Skills
<p>Twenty-first century faculty members at HCC</p> <ul style="list-style-type: none"> <li>• embody leadership;</li> <li>• appreciate diversity – not only racial and ethnic diversity, but diversity in the environments and backgrounds of their students and their colleagues;</li> <li>• are inquisitive, continuous learners who exhibit a commitment to teaching;</li> <li>• pursue academic challenges</li> </ul>	<p>Twenty-first century faculty members at HCC</p> <ul style="list-style-type: none"> <li>• know their own disciplines and may be able to teach in more than one field;</li> <li>• possess community college teaching experience;</li> <li>• make their disciplines relevant to the lives of their students;</li> <li>• are technologically proficient and are interested in remaining current in educational methodologies;</li> <li>• teach effectively</li> </ul>