



PRINCE GEORGE'S  
COMMUNITY COLLEGE

## Vice President for Policy and General Counsel

Prince George's Community College (PGCC) invites applications and nominations in the search for its first Vice President for Policy and General Counsel (VP). The new VP will be a strategic, visionary, and student-centered leader. S/he will serve as the chief legal officer for the College as well as the President's liaison to the Board of Trustees and will be responsible for developing the brand new Office of Policy and the General Counsel. In addition to providing legal counsel and guidance to all officers of the institution, the VP will be a critical voice on the President's senior team, playing a major role in leadership for the College as a whole and actively promoting an environment supportive of the College's mission and vision. The VP will join an institution profoundly committed to the priorities of student success, regional economic impact, and the continuous pursuit of excellence.

**The Institution:** Since 1958, Prince George's Community College has provided high quality, affordable, and accessible educational opportunities for students from Prince George's County and beyond. The College is located in the thriving city of Largo, Maryland, approximately 15 miles from Washington D.C. PGCC is the first choice for higher education for residents of Prince George's County, and it serves nearly 40,000 students annually through a comprehensive array of 200 academic and career training programs. PGCC's campus rests on 150 acres and boasts new buildings and cutting edge technology. True to its mission to provide responsive, accessible education, the College also offers instruction at five off-campus sites situated throughout Maryland's bustling Capital Region. *Community College Week* named PGCC as one of the 50 fastest-growing public two-year colleges in the nation, and is designated a National Center of Academic Excellence in Information Security Two-year Education by the National Security Agency and the U.S. Department of Homeland Security for the years 2010-2015 and 2015-2020. Additionally, the College has been recognized as a leader in student success by the American Association of Colleges & Universities and is a proud member of Achieving the Dream. PGCC is accredited by the Middle States Commission on Higher Education and received reaffirmation of its accreditation in 2015 along with more than 20 commendations reflecting the College's ongoing commitment to student success. The next accreditation review is scheduled for 2023. In August 2020, PGCC welcomed Dr. Falecia D. Williams as its new President, and her leadership has kicked off a new and exciting era for the College as it continues to build upon its history of excellence. For more information about PGCC, please visit the College website at [www.pgcc.edu](http://www.pgcc.edu).

**The Position:** As the chief legal officer of the College, the Vice President for Policy and General Counsel oversees and manages the provision of all legal services at the institution to ensure maximum protection of the College's legal rights and to maintain its operations within the limits prescribed by law. The VP also oversees the execution of the institution's comprehensive, proactive college-wide Compliance Program and provides guidance related to risk mitigation and management. As a member of the College's senior team, the VP provides legal counsel and guidance to the officers of the institution and others in upper management on a variety of complex legal and policy matters, procedures, regulations, bylaws, and other legal documents relevant to the College. The VP also anticipates and identifies legal issues and counsels officers and managers in order to develop legal strategies and solutions. Other responsibilities related to legal matters include but are not limited to the following: review contracts, leases, and other legal documents, research legal issues within those documents, and recommend revisions as necessary; represent or oversee the representation of the institution and upper management in judicial and administrative proceedings; select and retain outside counsel to obtain legal opinions or to handle claims and litigation; supervise legal staff and outside counsel; consult on difficult or sensitive issues; serve as advisor to the College's labor management negotiation team; serve as advisor for legal issues that require enforcing adherence to the College's policies and procedures as well as applicable federal and state employment laws; recommend and participate in the development of College policies and procedures and serve on College planning and policy-making committees when appropriate; and participate as a member on the College's senior team, working together to integrate educational, fiscal, technological, facilities and personnel planning to ensure achievement of the College's vision and mission. Additionally, the VP serves as the President's liaison to the Board of Trustees, facilitating the Board's involvement in College programs and events and providing them information and feedback on College matters as appropriate. The VP is responsible for the annual budget of the Board as well as the oversight and implementation of all matters related to the Board in the execution of their governance, fiduciary, and professional development needs. The VP also develops and manages the annual office budget, provides leadership and management oversight to all college staff associated with Policy and General Counsel, and maintains professional growth and development through seminars, workshops, and professional

affiliation to keep abreast of the latest developments in higher education, college law, and other related areas. The VP may perform other job-related duties as assigned by the President.

**Qualifications:** The new VP will be committed to the College's core values of excellence, success, diversity, respect, professionalism, and lifelong learning. The VP will have outstanding written and oral communication skills and be able to communicate and interact with College officials at all levels. S/he will be knowledgeable about federal and state employment laws and regulations and will have the ability to develop and implement legal strategies and solutions, analyze and interpret issues and prepare legal opinions, research and interpret applicable laws, and provide competent legal advice and counsel to senior officials on a wide range of legal/policy issues. The VP will also have knowledge of the judicial system and procedures as well as current and developing legal issues and trends in educational law and related areas. Upon arrival, s/he will also develop a strong understanding of institutional policies and procedures and general governance matters. Additionally, the VP will possess negotiation skills as well as the ability to prepare and manage a departmental budget; supervise and train staff, including organizing, prioritizing, and scheduling work assignment; and effectively develop employees and manage performance. Other essential characteristics include integrity, a forward-looking mindset, and a commitment to fostering a diverse, equitable, and inclusive working environment. A Juris Doctorate is required. Multi-year membership in a state bar association, eligibility to acquire licensure in the state of Maryland, and experience supervising personnel and administering programs directly related to the work of the VP are also required. Experience in higher education is preferred.

**Location:** With a population exceeding 900,000, Prince George's County is the second most populous county in the state of Maryland. Economically healthy and culturally vibrant, the 500-square-mile jurisdiction is home to federal agencies that include 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, Prince George's County Public Schools serve 130,000 students and is the second-largest system in the state and the 17th largest in the nation. Bowie State University, the University of Maryland College Park, and the University of Maryland Global Campus are located within eight miles of Prince George's Community College and serve as three of the top transfer universities for PGCC. Largo, the home of PGCC's main campus, is only 15 miles from Washington D.C. and less than two hours from Baltimore. For more information about Maryland, the Capital Region, and the surrounding communities, visit <https://www.visitmaryland.org/regions-cities/capital-region>.

**Application:** Interested candidates should submit only a cover letter and resumé/CV to RPA Inc. at [pgccgeneralcounsel@rpainc.org](mailto:pgccgeneralcounsel@rpainc.org). For a confidential discussion about this opportunity or to make a nomination, please contact Kendra Mozug, Search Consultant, or Isaac Karaffa, Vice President and Senior Consultant, at the email address above. The first review of candidates will begin on February 9, 2022, and first-round interviews will commence thereafter.

*The Equal opportunity employment has been, and will continue to be, a fundamental principle at 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 characteristic protected 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.*



[www.rpainc.org](http://www.rpainc.org)