

Tyjaun A. Lee, Ph.D.

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Roxbury Community College
1234 Columbus Ave.
Boston, MA 02120

Dear Presidential Search Committee:

Please accept this letter and attached curriculum vitae as an expression of my desire to serve as the next President of Roxbury Community College. After reviewing the position prospectus and other information available online, I am excited to demonstrate how my qualifications and experience directly relate to the requirements for the position.

A role as significant as this demands a candidate boasting solid educational qualifications demonstrated expertise across various tiers of higher education, a forward-thinking and inventive outlook, adept decision-making abilities, and robust emotional intelligence. As President, I consistently engaged with the campus community, maintaining a visible and engaged presence within the broader community. Additionally, I actively contributed to numerous community initiatives and currently hold positions on diverse local and national boards, committees, and professional organizations. As an advocate for the institution and campus, I enthusiastically champion and continue to advance the College's vision and promote the institution to be the first choice to access higher education and workforce training, all the while promoting values and measuring learning outcomes that are aimed at engendering the highest standards of excellence.

As President of the MCC Penn Valley Campus, the largest campus within the MCC District, I oversaw the daily operations of the campus, which included campus planning, facility management, fiscal development and oversight, capital projects, student services, enrollment management, academic administration of the four divisions and institutes, program and curriculum development and assessment. I worked closely with the vice president of instruction and student services, dean of instruction, dean of health sciences and site administrator for the Health Sciences Institute, dean of career and technical education and site administrator for the Advanced Technical Skills Institute academic, department chairs, faculty, and staff to develop new academic and career programs, strengthen our community outreach, recruitment, and retention efforts and established strong working relationships with local high schools, four-year colleges and universities, and business and industry. With more than two decades of higher education experience, the diverse roles and responsibilities I have held have provided me with a solid foundation to lead an institution. My extensive experience in policy development, strategic planning, and leadership, combined with my commitment to student success and diversity, make the insight, and energy necessary to lead Roxbury Community College to the next level of excellence in community college education.

Leadership Philosophy of Engagement and Vision

My extensive leadership experience includes managing large bond projects and executing inclusive facility planning, managing large budgets, and ensuring that the college has sufficient resources in the future for its fiscal health and sustainability. As the President of MCC Penn Valley, I led the planning and design for two new state-of-the-art facilities, the Engineering Technology Building (10,000 square feet) and the Advanced Technical Skills Institute (100,000 square feet).

In addition, I developed a comprehensive enrollment management plan for both the Maple Woods and Penn Valley campuses. Both plans aggressively targeted growth opportunities and proactively responded to the critical threats within the community we serve. During my tenure, both campuses saw a 2% increase in full-time equivalents. Programmatically, I successfully launched the Hospitality Management Business Program to

address the hospitality industry's needs in Kansas City. I have developed and maintained critical partnerships throughout the region and state, including industries, K-12, other higher educational institutions, not-for-profit organizations, and other career-oriented organizations. One of my major accomplishments was the creation and implementation of the Middle College Program (a partnership between Kansas City Public Schools, Full Employment Council, and Penn Valley MCC) which exists to provide comprehensive programming services to strengthen the academic skills, knowledge, and occupational skills of eligible out-of-school youth between the ages of 16-24 years of age.

Enriching the Student Experience

My emotional intelligence and dedication have fostered a collegial environment that enhances faculty and staff morale. I am committed to ensuring that solid evidence/data on student outcomes and the college's effectiveness are collected and acted upon, and I have a strong commitment to improving student access and success by establishing comprehensive wrap-around services and support programs. My commitment to student access, success, and equity has been a key component of my dedication to higher education and can be evaluated in the following ways: I care about the development of the whole student - realizing that students come to college at different ages and with varied economic challenges, educational backgrounds, and levels of preparation. I am committed to providing opportunities for students to succeed and accomplish their educational, career, and professional goals. Throughout my tenure in higher education, I have taught at least one course per year to stay engaged with student learning and classroom instruction. I place learning first and provide the essential learning tools and instruction to strengthen and increase student success. In addition to teaching, I have also redesigned the curriculum so that it aligns with competencies within the institution. I emphasize academic excellence and quality instruction in all areas of the teaching-learning environment. In addition, I am a long-time proponent of information and instructional technologies. I believe that when used appropriately, such technologies positively contribute to student learning, and enhance the content and delivery of instruction and the overall effectiveness of college operations.

Expanding Revenues and Strategic Planning

Workforce development is crucial for fostering economic growth, reducing unemployment, and enhancing overall societal well-being. MCC continues its dedication to meeting the dynamic workforce demands of the Kansas City region through customized training programs, industry alliances, and adaptable educational endeavors designed to equip individuals for high-demand professions. I've collaborated with colleagues to strategically expand revenue streams through annexation initiatives, targeting new markets and broadening our geographical footprint. Furthermore, I have collaborated with colleagues to introduce innovative academic programs that have attracted diverse student demographics, contributing to increased enrollment and revenue growth.

Strategic planning is a crucial process for any organization, and it is particularly important for Roxbury Community College. I understand that the strategic planning process can be complex and time-consuming, but it is essential for ensuring that Roxbury Community College can achieve its goals and meet the needs of its students and the community. Metropolitan Community College recently launched a 10-year strategic plan which includes each campus and unit having its plans. Working with our campus faculty and staff, our campus was able to create a campus plan that includes a mission statement, goals that align with MCC's Balanced Scorecard, and key performance indicators. This plan helps to guide the campus decisions and resource allocation, ensuring that we're using our resources effectively and efficiently. In my capacity as Vice President, I've collaborated with the team to pinpoint strategies aimed at streamlining and propelling the unit's identified goals forward. The strategic planning process can be challenging, especially when dealing with competing priorities and stakeholders. However, with the right approach, tools, and resources, that process can be more manageable and effective. Whether you are conducting surveys, focus groups, or other forms of data gathering, it's important to stay open-minded, flexible, and responsive to the feedback and insights you receive. Overall, I believe that strategic planning is an essential process for any community college. By taking a proactive and

strategic approach to our goals and objectives, we can position the college for success and make a positive impact on the lives of your students and the community you serve.

Leadership and Collaboration

Throughout my career, as I have advanced through progressively responsible positions, I have made it a priority to put into practice authentic leadership built on the hallmarks of collaboration and transparency. That style, along with my administrative and teaching experience, has allowed me to develop a rapport and to communicate effectively with various internal and external stakeholders for the institution. Additionally, I have also found that clear and consistent communication is imperative to leading authentically. I would eagerly embrace the opportunity to continue to shape the culture at Roxbury Community College, while at the same time seeking ways to integrate the college's legacy within an atmosphere of innovation and growth in new and engaging directions. Not only do I possess the ability to listen and develop a clear understanding, but I also possess the knowledge and experience in strategic development that will help shape the culture within the context of the current challenges facing higher education. I seek to be intentional in the way I lead and interact with my team. I take seriously the development and growth of those I lead. To ensure the greatest possible impact, I employ a coaching leadership style where team members are challenged to achieve aspirational goals in a supportive and growth-minded environment.

I have a demonstrated ability to build a culture of collaboration, communicate effectively with diverse stakeholders, and develop critical partnerships throughout the region and state. My extensive experience, skills, and achievements make me an ideal candidate for this role. I am committed to creating an engaging and stimulating experience and environment for students, fostering a high-level collegiate experience, and supporting the institution's continued development. Throughout my professional career, I have developed a passion for and commitment to, the mission of higher education. Being a first-generation college student myself, I know personally the impact higher education can have. It was a desire to do for others that which had been done for me, that led me to a career in higher education in the first place. Additionally, much of my career has been at institutions where many of my roles focused on increasing access and equity. The successful President of Roxbury Community College will be one who can build upon the tradition of a successful and enduring institution that will provide technical and academic programming, and inspire the faculty, staff, and students with a clear sense of the institution's potential. I am dedicated to actively discerning the essential skills vital for our students' success. By enhancing connections with both local and global employers, nurturing faculty and staff growth, and ensuring our strategic direction aligns with the institution's mission, I aim to motivate students to re-engage with our college environment, fostering innovative and equitable learning opportunities. As challenges evolve, leaders must embrace change while upholding the standards crucial for student achievement across various learning methods. My vision is to advocate for the transformative potential of community colleges and collaborate with partners to extend access to our communities.

I appreciate your consideration and welcome the opportunity to discuss my interest in the candidacy.

Professionally yours,

Tyjaun A. Lee