

SEARCH PROFILE:

EXECUTIVE DIRECTOR, HUMAN RESOURCES
AND ORGANIZATIONAL DEVELOPMENT



Monroe Community College

STATE UNIVERSITY OF NEW YORK



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THE OPPORTUNITY

Monroe Community College (MCC), located in Rochester, New York, seeks an experienced human resources professional and collaborative leader to serve as the college's next Executive Director, Human Resources and Organizational Development.

The Executive Director is responsible for strategy, policy, and programming that support the mission and strategic plan of MCC. The Executive Director reports directly to Dr. Calvin Gantt, Vice President, Diversity, Equity, and Belonging, and will serve as a member of the leadership team in the Office of Diversity, Equity, and Belonging.

The salary range is \$110,000 - \$130,000, and the Executive Director is expected to take office in the Spring of 2026.

With a history and tradition of supporting the needs of students and the region, Monroe has maintained a strong reputation for providing an affordable, quality education for more than 8,500 students in the Rochester area. MCC is a large institution offering over 100 programs across two main campuses, two specialized centers, and various community sites. A competitive benefits package and a rewarding work environment enable Monroe to attract highly talented individuals who support the College's mission.



ABOUT MONROE COMMUNITY COLLEGE

MCC is embarking upon its sixth decade as a premier two-year college within the State University of New York (SUNY) System. The College is ranked among the top 3% of U.S. community colleges for most associate degrees awarded. It is innovatively driven to meet the ever-changing needs of its students in Rochester and the greater northern tier of New York state.

With innovation at heart, Monroe has developed new and exciting degree programs, created unique education and workforce initiatives, and built contemporary urban and suburban campus facilities in direct response to the needs of the community. The College currently offers over 100 degree programs taught by award-winning faculty at an affordable price. Over the years, MCC has received the SUNY Chancellor Award for excellence in teaching, service, librarianship, scholarship, and creative activities 121 times!

[MCC Facts](#) provides informative demographic information about MCC, and [Vision 2027: Strategic Plan 2022 - 2027](#) details MCC's current strategy.

HISTORY

MCC was established in 1961 under the leadership of the founding chairman, Samuel J. Stabins, M.D. MCC's first Board of Trustees comprised Rochester's leading professionals in business, health care, education, and law, as appointed by Monroe County and New York state. That same year, MCC was established as a member of the State University of New York (SUNY) System.

Carrying on the vision of its founders, MCC continues to provide a quality education at an affordable price. Since 1961, more than half a million people have been

VISION, MISSION, AND CORE VALUES

MCC'S VISION

Monroe Community College champions equity, opportunity, innovation, and excellence while transforming students' lives and communities.

MCC'S MISSION

Monroe Community College transforms lives and communities, fostering the success of diverse students through affordable and innovative academic, career, technical, and workforce development programs. Our shared work inspires and champions excellence in higher education and builds global engagement and understanding.

MCC'S CORE VALUES

Monroe Community College values community, inclusiveness, integrity, excellence, empowerment, and stewardship.

DIVERSITY, EQUITY, AND INCLUSION

Monroe Community College expects and upholds equity, inclusion, and a sense of belonging in our educational programs, policies, campus life, employment, and community involvement. We believe that diversity enriches our lives and leads to understanding and appreciation of our differences and commonalities. In order to achieve academic and institutional excellence, we actively recruit, engage, and retain students, faculty, staff, and community partners who represent the diversity of our region, nation, and world.

inspired by MCC. The traditions of innovation and value will continue for many years to come.

CAMPUSES

BRIGHTON CAMPUS

The Brighton campus is MCC's largest and original location. It is situated in a vibrant suburb of Rochester on a 300-acre lot. Students live on campus in apartment-style housing in a park-like setting that includes water sites and trails that lead to the nearby Erie Canal. As part of Monroe's continued commitment to sustainability, numerous buildings on this campus are LEED certified and exemplify the College's commitment to innovation. The campus is a hub of activity and includes the Mercer Art Gallery, a robotics lab, a highly reputable Childcare Center, an indoor turf field, an Olympic-size diving pool, a greenhouse, a top-notch student-run restaurant, and a state-of-the-art dental lab, giving students hands-on experience and servicing the community. Currently under construction to be completed in 2026, is a brand new \$70 million Advanced Technology Center, which will bring high-tech laboratories and classrooms to provide hands-on training in precision machining, automotive technologies, HVAC, diesel mechanics, an advanced solar laboratory, and the College's pioneering Optics System Technology Program.

DOWNTOWN CAMPUS

The highly innovative Downtown Campus opened in 2017 in response to the great need for Monroe's presence and access in downtown Rochester. The entire campus is LEED certified and includes seven stories and four eco-roofs. Providing innovative classrooms and meeting spaces in the heart of Rochester's historic High Falls district, the campus is

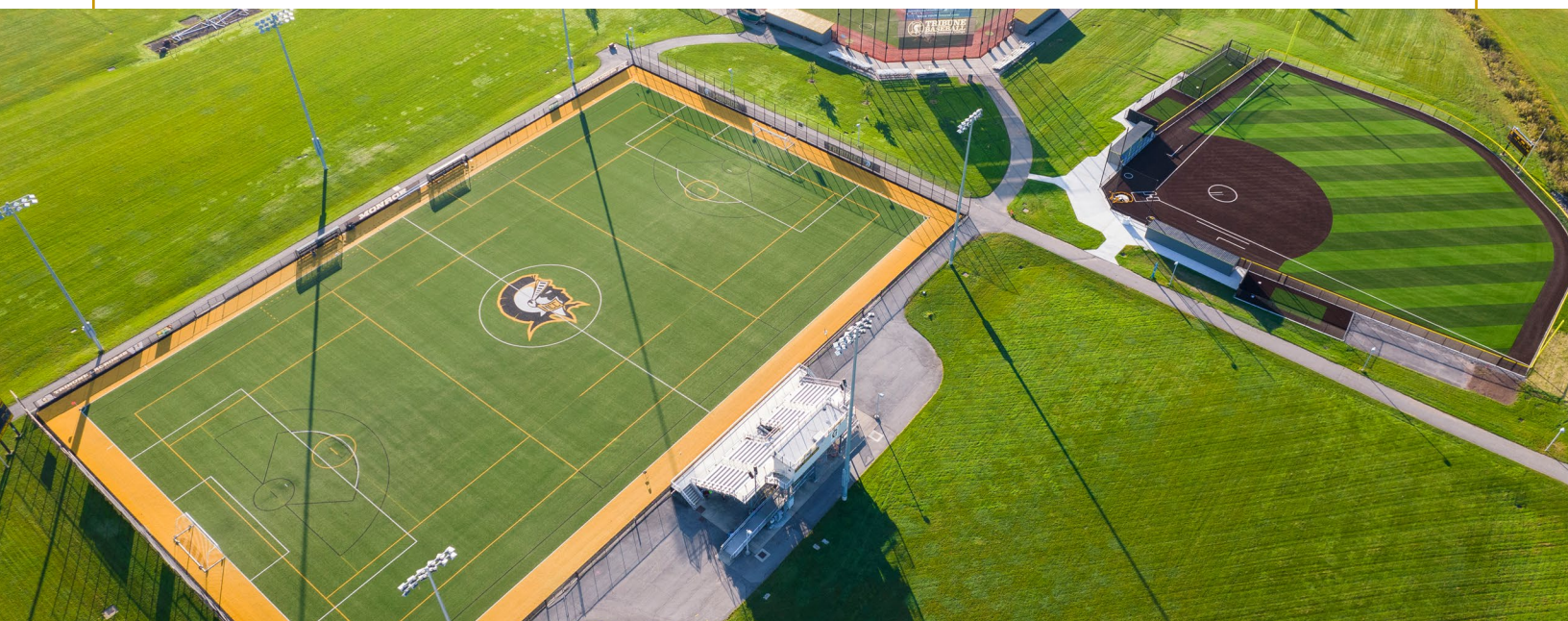
well connected to the community and to the Brighton Campus through a partnership with the Regional Transit Services bus system. The campus is home to Monroe's Economic and Workforce Development Center and has become a hub for credit and non-credit labor market-driven programming, including MCC Corporate College. It is located just one block from the beautiful Genesee River and the majestic Upper Falls.

ADVANCED TECHNOLOGY CENTER

MCC has begun construction on its new, state-of-the-art Advanced Technology Center (ATC) on the Brighton Campus. The project, to be completed next year, is a collaborative effort between MCC, Monroe County, New York State, and State University of New York (SUNY). The county and state (SUNY) are each providing \$34.817M for the project. The county contribution also includes a \$3.5M federal grant. Students will continue to be trained in advanced manufacturing, automotive technology, heating, ventilation, air conditioning, and more.

PUBLIC SAFETY TRAINING FACILITY

This facility operates under a three-party partnership with Monroe County and the City of Rochester to facilitate countywide emergency response. The center also offers exceptional education through all the latest equipment and technology, including building simulators, hazmat sprinkler labs, weapon ranges, diagnostic equipment, and more.





LEADERSHIP

Monroe Community College is led by President Dr. DeAnna Burt-Nanna, who became the College's sixth president in May of 2021. Dr. Burt-Nanna is nationally recognized for advancing student success, innovation, operational efficiency, organizational culture change, and creating college-going cultures in communities where she has served. She is a passionate advocate and a frequent speaker on the importance of diversity, equity, and inclusion; educational access and attainment; and workforce development at local, state, and national levels.

Since assuming the helm at MCC in 2021, Dr. Burt-Nanna has been recognized by City & State New York magazine as a trailblazer in economic development, designated as a member of the Rochester Business Journal's (RBJ) Power 100 list for four consecutive years, and twice named to RBJ's Women of Excellence list, including the Circle of Excellence. In 2025, she was a finalist for the Greater Rochester Chamber of Commerce's ATHENA International Award. Dr. Burt-Nanna, along with other local leaders,

helped spearhead the efforts to secure Tech Hub and ON-RAMP funding for the region and MCC, building on its acclaimed workforce development efforts. Her focused attention and advocacy regarding the critical importance of workforce development efforts have also led to her appointment on the Tech Hub Advisory Board. She also serves on the boards of directors for Greater Rochester Enterprise, Greater Rochester Chamber of Commerce, United Way of Greater Rochester and the Finger Lakes Region, and the Monroe Community College Foundation.

Born and raised in Muskegon Heights, Michigan, Dr. Burt-Nanna holds doctoral, master's, and bachelor's degrees from Western Michigan University (Kalamazoo, Michigan).

More about the Office of the President can be found at [President's Office](#).

The MCC Organizational Chart can be found on the [Organization Chart](#) page.

BOARD OF TRUSTEES

The Monroe Community College Board of Trustees is a 10-member government-appointed board. Members can be viewed at [MCC Board](#).



ROCHESTER, NEW YORK

Rochester offers a mix of affordability, community, and culture that many people find appealing—especially compared to larger, more expensive metro areas. One of Rochester’s biggest draws is its cost of living. Housing is notably affordable, with median home prices well below national averages, and general expenses like groceries and utilities also tend to be lower. This makes it an attractive option for families, students, and professionals who want more financial breathing room. In addition, Rochester is renowned for its strong education and healthcare sectors, anchored by institutions like the University of Rochester and Rochester Institute of Technology. The presence of top-tier hospitals and medical research centers means residents have access to excellent healthcare.

Nature lovers will appreciate Rochester’s proximity to the Finger Lakes, Lake Ontario, and numerous parks and trails. There’s plenty of opportunity for hiking, kayaking, biking, and enjoying the outdoors in all four seasons—especially if you enjoy winter sports. Culturally, the city punches above its weight for its size. It has a thriving arts scene, with events like the Rochester International Jazz Festival, a wide range of museums, local theaters, and a growing food and craft beer scene. Many locals describe it as a “big small town” or a “small big city”—offering variety without overwhelming noise or congestion. The pace of life is slower and more manageable, and many people find

the community friendly and down-to-earth.

The region offers numerous indoor activities, including the Strong National Museum of Play, the George Eastman Museum, the Rochester Museum and Science Planetarium, and the Memorial Art Gallery. Rochester is also a music center with the world-famous Eastman School of Music. There are as many as 700+ free concerts throughout the year, as well as other musical offerings by the Rochester Philharmonic Orchestra and the Rochester Pops.

Festivals are highly prevalent in the region, especially in warmer weather. Every June, the city hosts a 10-day Jazz Festival, and at the Park Avenue and Corn Hill Festivals, a wide variety of music, arts, crafts, local produce, and foods are featured.

There are strong dual-spouse job opportunities in sectors like education, healthcare, optics, and advanced manufacturing, and many neighborhoods are vibrant and family-friendly. Public schools vary widely by district, and those closest to MCC are highly favorable.

Overall, Rochester is a place where many people trade big-city ambition and hustle for affordability, access to nature, and a more relaxed lifestyle. It’s especially appealing for those who value space, a slower pace, and a city that feels livable without being overwhelming.



LEADERSHIP AGENDA FOR THE NEXT EXECUTIVE DIRECTOR, HUMAN RESOURCES AND ORGANIZATIONAL DEVELOPMENT

The Executive Director is responsible for planning, directing, and administering personnel policies and programs for all academic and non-academic personnel, including student employment and areas such as recruitment, hiring, employment, benefits, compensation, labor relations, contract administration, organizational development, and compliance with state and federal regulations. The Executive Director will recommend policies and procedures related to personnel functions. She/he is responsible for compliance reports for the department and manages staff who are intricately involved in the day-to-day operations of the office. The new Executive Director serves as a member of the leadership team for the Vice President, Diversity, Equity, and Belonging, who reports to the President. This position supports the president and senior administration in advancing the College's values and creating and sustaining a diverse, inclusive, equitable, and respectful workplace.

PRIMARY FUNCTIONS:

- Advises and works with senior administration on strategic initiatives that promote a culture of excellence and belonging through a shared commitment to the college's values and mission.
- Supports senior administrators and hiring managers in the recruitment, hiring, development, and retention of employees, including those from underrepresented groups, to further the mission of the college and its strategic priorities.
- Directs and maintains lawful labor and employment practices, policies, and procedures on behalf of the college.
- Participates in professional associations in human resources and higher education.
- Administers collective bargaining agreements, leads negotiations, responds to and settles grievances, and represents the college during arbitrations and other labor relations matters.
- Supports the role of the Board of Trustees in its annual evaluation and contract negotiations with the College President.
- Represents the president and MCC Board of Trustees as liaison to the Monroe County Law Department in matters involving the Equal Employment Opportunity Commission (EEOC), the New York State Division of Human Rights, the Public Employee Relations Board, or other legal matters as designated by the college.

LEADERSHIP AGENDA FOR THE NEXT EXECUTIVE DIRECTOR, HUMAN RESOURCES AND ORGANIZATIONAL DEVELOPMENT (CONT.)

- Supports the Vice President, Diversity, Equity, and Belonging, MCC Compliance Officer, and Title IX Coordinator on compliance-related matters, including policy review and development, mandated training, and investigation of complaints relating to Title IX and other laws prohibiting discrimination and harassment.
- Directs and supervises the workflow of human resources staff members in areas of labor management, benefits delivery processes, recruitment and hiring processes, Monroe County Civil Service Commission regulations, organizational development and training, and other employee-related functions.
- Oversees hiring activities to recruit qualified candidates, including onboarding and ensuring appropriate orientation. Ensures that hiring and employee-related policies are inclusive and promote diversity.
- Manages and implements programs that increase efficiency, strengthen employee knowledge and abilities, improve leadership, and promote a positive organizational culture.
- Implements and maintains best practices, policies, and procedures in human resources to ensure consistency, equity, and accuracy.

- Fosters a culture that promotes openness, trust, collaboration, and mutual respect among all departments and divisions.
- Evaluates procedures and technology solutions to improve Human Resources and Payroll data management.
- Performs other duties as assigned.

MCC EXPECTATIONS:

- Adheres to the College Code of Conduct.
- Contributes to, supports, and maintains an equitable, inclusive, and collaborative College environment.
- Maintains technological competencies utilized by the College.
- Commits to the philosophy of a comprehensive community college.
- Commits to professional growth, which includes seeking ongoing training in diversity, equity, and inclusion to better serve students and employees.

QUALIFICATIONS

REQUIRED QUALIFICATIONS:

- Master's Degree in Business, Human Resources Administration, or closely related field, and a minimum of 8 years of senior-level experience; OR a Bachelor's degree and 10 years of progressive responsibilities resulting in senior-level experience administering Human Resource programs in a business or educational institution.
- Experience in areas including compensation, benefits, workforce development, employment, collective bargaining and labor relations, personnel supervisory experience, consulting, and serving as a senior-level manager in broad areas of human resources.

PREFERRED QUALIFICATIONS:

- A law degree, SPHR, PHR, SHRM-CP, or SHRM-SCP certification.
- Experience in higher education mid-level HR administration, with five years of supervision of professional staff.
- Bilingual and able to read, write, and speak English and another language, such as Spanish, proficiently.





APPLICATION AND NOMINATION PROCESSES

Monroe Community College has enlisted the support of Academic Search in this search. Those who are considering applying are encouraged to schedule a confidential conversation with the senior consultant for this search, Kate Nolde, at kate.nolde@academicsearch.org.

Applications should consist of the following, to be submitted electronically in PDF format, as three individual documents:

- Detailed letter of interest addressing the leadership agenda and qualifications as outlined in this profile.
- Full resume with relevant administrative responsibilities and accomplishments.
- List of five professional references, including names, phone numbers, and email addresses, noting the candidate's relationship for each reference. References will not be contacted until later in the search process and only with the candidate's permission.

Application materials, nominations, and expressions of interest should be submitted to MonroeHR@academicsearch.org. Nominations should include the nominee's full name, position, institution/organization, and email address.

Although applications will be reviewed until the position is filled, to ensure full consideration by the Search Committee, application materials should be received by **October 29, 2025**.

NOTICE OF NON-DISCRIMINATION

Monroe Community College prohibits discrimination based on race, color, religion, sex, sexual orientation, pregnancy, familial status, gender identity or expression, age, genetic information, national or ethnic origin, physical or mental disability, marital status, veteran status, domestic violence, victim status, criminal conviction, or any other characteristic or status protected by state or federal laws or College policy in admissions, employment, and treatment of students and employees, or in any aspect of the business of the College.

ABOUT ACADEMIC SEARCH

Academic Search is assisting Monroe Community College in this work. For more than four decades, Academic Search has offered executive search services to higher education institutions, associations, and related organizations. Academic Search was founded by higher education leaders on the principle that we provide the most value to partner institutions by combining best practices with our deep knowledge and experience. Our mission today is to enhance institutional capacity by providing outstanding executive recruitment services, executive coaching, and transition support, in partnership with our parent organization, the American Academic Leadership Institute.

