

The Board of Trustees of the Los Angeles Community College District  
Invites Applications & Nominations for the Position of

# President

# Los Angeles Valley College



### About the College

Los Angeles Valley College is one of the nine colleges comprising the Los Angeles Community College District. Headed by a Chancellor and governed by an elected Board of Trustees, the Los Angeles Community College District is the nation's largest community college District with more than 10,000 employees and an enrollment of over 230,000 students annually.

Los Angeles Valley College, located in the heart of the San Fernando Valley, is an anchor in the community and will be

embarking on its 70<sup>th</sup> year (established in 1949). The Valley College family includes an enrollment of more than 26,000 students annually and approximately 1,500 employees. The college has strong transfer, career and technical education programs. The college works closely with local secondary institutions to assist high school students in their transition to higher education and maintains strong ties to the business community by providing highly respected job training programs that meet the direct needs of local employers.

### Mission Statement

Los Angeles Valley College serves as our students' pathway to their success and career goals. We embrace the diversity of our community and strive to empower all members to be engaged, confident, and productive. Our comprehensive curriculum and support services enrich learning and inspire our students to achieve their personal goals, including completion of certificates, degrees, and transfer requirements. We are dedicated to providing continuing education, and enhancing personal development and quality of life.

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## The President

The President serves as the Chief Executive Officer responsible for leadership, advocacy and a strategic vision for Los Angeles Valley College with responsibility and direct accountability for all College operations. The President reports to the Chancellor and is a member of the Chancellor's Cabinet. The successful candidate must have a strong grounding in the administration of academic programs, student services and administrative services. The candidate must also have a thorough understanding of the primary mission of the community college, which includes transfer education and career/workforce and technical education preparation and community service programs. The candidate must thoroughly understand and embrace collegial consultation and the role of an integrated suburban community college within the multicultural communities it serves. The College seeks a visionary and strategic president to lead the campus through the next decade.

### Desirable Qualities

The Chancellor and the College Search Committee will evaluate potential candidates for the Presidency of Los Angeles Valley College based on the following desirable qualities identified by faculty, staff, and students.

#### Student Access, Success, and Equity

- A president who is passionate about serving students, who has authentic concern for students, and who wants to create a welcoming and safe environment that supports teaching, and learning.
- A president who is committed to closing gaps in student outcomes on the basis of factors such as race, ethnicity, and gender, and mobilizing the College to improve student retention, success, and completion.
- A president who embraces the rich diversity of Los Angeles Valley College students and fosters an inclusive environment for all students, faculty, and staff.

#### Financial and Operational Ability

- A president who understands statewide and district systems for funding to maximize all College opportunities, including but not limited to, the Student-Centered Funding Formula, and Student Equity and Achievement.
- A president who can leverage the existing resources to benefit students and the campus.
- A president who can demonstrate evidence of successful oversight of construction, facilities, and existing bond projects for the College.
- A president who can provide leadership and oversight in establishing a technology rich learning environment.
- A president committed to campus safety, cleanliness, and emergency preparedness.
- A president who can demonstrate fiscal prudence and accountability.
- A president who can attract private and public extramural and philanthropic resources to the College.



#### Collaboration

- A president who is committed to collegial consultation/participatory governance, and has the ability to build consensus with a collaborative decision making leadership style that inspires, and empowers others with evidence of accountability for decisions.
- A president who demonstrates high respect for the work of faculty, staff, and administrators and the value each brings to the effectiveness and improvement of the institution and the success of students.
- A president who supports a partnership between instruction, student services and administrative services.
- A president who has a strong record of integrity and an ability to build trust in order to work effectively with faculty, staff, and administrators in the implementation of Collective Bargaining Agreements.

#### Strategic thinking and innovation

- A president who will make significant data-informed decisions and inspire innovation.
- A president who will have conversations that challenge existing norms and procedures that may inhibit student success and institutional effectiveness.

#### Communicates Effectively

- A president who is transparent and communicates in a timely and effective manner across the campus and to all employees.
- A president who listens actively and thoughtfully.
- A president who communicates College successes and challenges to the community, the LACCD Board, the state, and the nation, and is an advocate for the College.

#### Develops Effective Partnerships

- A president who can build mutually beneficial partnerships with K-12 school districts and baccalaureate granting institutions, to expand dual enrollment, adult education, and university transfer.
- A president who develops and enhances College-centered relationships with various community and civic organizations, economic and workforce development entities and the surrounding community.
- A president who promotes effective public relations, college branding and marketing initiatives.
- A president who works closely with the College foundation to develop funding resources, participates in fund raising activities and promotes the College Foundation throughout the community.



### Minimum Qualifications

- Master's degree or advanced degree or at least an equivalent standard from an accredited college or university. The required degree must be completed at the time of filing an application.
- Two years of successful full-time experience in a senior leadership position in education, business, industry or government, preferably as a college or university administrator.
- A sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of district faculty, staff, and students.

### Desirable Qualifications

- Earned doctorate from an accredited institution.
- Teaching, student services or administrative services experience preferably at the postsecondary level.
- Five years of experience in administrative positions with increasing levels of responsibility, preferably at the postsecondary level.

### General Requirement

Health: After selection and prior to employment, a medical certificate indicating fitness to engage in administrative work is required for new employees, at the applicant's expense.

### Salary And Benefits

The current salary range is \$200,306 - \$248,144 annually. Employee benefits include 15.5 paid holidays and 24 days paid vacation annually, comprehensive medical/hospital, dental, and vision care plans, and a \$50,000 group life insurance policy.

### Evaluation Procedures

Applications for the position will be screened by the Human Resources Division for minimum qualifications. A District Search Committee will review the eligible applications and select candidates for interview, and after interviewing the invited candidates, will recommend to the Chancellor at least three unranked candidates as finalists. The Chancellor's office will conduct background and reference checks and interviews, and will forward the selected candidates to the Board of Trustees, along with his recommendation, if any, of the candidate(s) best suited for the position. The Board of Trustees may conduct further background checks or interviews as appropriate.

### Filing an Application

To be considered for this position, applicants are required to complete the application using web-based software to create an applicant profile account, allowing documents to be saved and uploaded as attachments. The application address is <https://laccd.csod.com/ats/careersite/search.aspx?site=6&c=laccd>

### All applicants must submit the following:

1. A completed LACCD application.
2. A letter of application of no more than five pages is requested. The cover letter for application must describe skills and experiences that have prepared you to successfully meet each of the six desirable qualities described in this position announcement.
3. A current résumé of professional experience, educational background, and other pertinent information.
4. A list of eight references with business and home telephone numbers and email addresses, including two supervisors, two subordinates (including one support staff member), two faculty, and two community members.
5. Copies of transcript(s) (official transcripts will be required if selected for an interview). Documentation from an approved foreign transcript evaluator is required for degrees received from other countries. For a list of approved foreign transcript evaluation agencies, please go to the Commission on Teacher Credentialing: <http://www.ctc.ca.gov/credentials/leaflets/cl635.pdf>

The Search Committee will begin reviewing applications after April 26, 2019; however, applications may be accepted until the position is filled. To be considered in the first reading, applications must be submitted by 4:30 p.m. April 26, 2019. The first round of interview for this position is likely to be scheduled during the week of May 27<sup>th</sup>.

The Los Angeles Community College District website is [www.laccd.edu](http://www.laccd.edu); the website for Los Angeles Valley College is <https://www.lavc.edu/>

Employment is contingent upon verification of qualifications. LACCD reserves the right to modify and/or withdraw this position at any time.

For additional information, contact LACCD Human Resources via e-mail at [ssaha@email.laccd.edu](mailto:ssaha@email.laccd.edu) or at (213) 891-2290.

The executive search firm of PPL, Incorporated has been retained to assist with the search. All confidential inquiries and nominations should be directed to:

#### **PPL, Incorporated**

Dr. Benjamin T. Duran, President  
Search Consultant  
Cell: 209-761-0534  
[bduran@pplpros.com](mailto:bduran@pplpros.com)

#### **PPL, Incorporated**

Dr. Lisa A Sugimoto, Vice President  
Search Consultant  
Cell: 562 972-8983  
[lsugimoto@pplpros.com](mailto:lsugimoto@pplpros.com)



**ADA Notice**

Applicants and nominees who believe they are covered under the Americans with Disabilities Act (ADA) who require accommodation during any part of the interview or selection process must submit a written request with documentation at least three business days prior to the date of need of the accommodation via e-mail to: LACCD Human Resources at [ssaha@email.laccd.edu](mailto:ssaha@email.laccd.edu)

**EEO Non-Discrimination Notice**

It is the Los Angeles Community District’s policy to ensure that all qualified applicants for employment and employees have full and equal access to employment opportunity and are not subjected to discrimination in any program or activity of the District on the basis of actual or perceived ethnic group identification, race, color, naturalization, ancestry, religion, creed, sex (including

gender-based sexual harassment), gender identity and expression, pregnancy, marital status, cancer-related medical condition of any employee, sexual orientation, age, physical or mental disability, or veteran status.

The Board of Trustees commits the District to vigorous EEO in all aspects of its academic and classified employment programs, including recruitment, selection, assignment, retention, promotion, and transfer. The District strives to achieve a workforce that reflects the diversity of the state’s population and is welcoming to all persons from all other groups protected from discrimination to ensure the District provides an inclusive educational environment. Such an environment fosters cooperation, acceptance, democracy and free expression of ideas.

*Reference: LACCD Board Rules, Chapter XIII, 101301 (2018)*

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