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**Equal Employment Opportunity Policy**

Los Angeles Community College District (LACCD) is an equal opportunity educator and employer. The policy of the LACCD is to provide an educational, employment, and business environment free from prohibited discrimination in violation of state or federal law on the basis of actual or perceived ethnic group identification, race, color, national origin, ancestry, religion, creed, sex (including gender-based sexual harassment), pregnancy, marital status, cancer-related medical condition of an employee, sexual orientation, age, physical or mental disability, or veteran status.

**President**  
  
*Los Angeles  
Mission College*

**GOVERNANCE**

Los Angeles Mission College is one of the nine college campuses comprising the Los Angeles Community College District. Headed by a Chancellor and governed by an elected Board of Trustees, the LACCD is the nation's largest community college district with more than 6,000 employees and an enrollment of approximately 141,000 students per semester.

**THE COLLEGE**

Los Angeles Mission College lies twenty-two miles north by northwest of downtown Los Angeles, on the edge of the city limits, and adjacent to Angeles National Forest. Established in 1975 to fill an educational void in the Northeast San Fernando Valley, its first classes were offered in storefront buildings with an opening enrollment of 1228 students. In 1991 the college finally secured a new, permanent campus in Sylmar. Today, a student body of over 10,000 attends the campus.

The LACCD has a service area of 882 square miles, with a population of 4.8 million. The Mission College student body is 74.9% Hispanic, 10.9% White, 7.2% Asian, and 5.2% African American. District policy affirms that anyone capable of benefiting from higher education should have the opportunity to be educated.

The college has a good curriculum mix, including a strong academic and transfer program, as well as varied career and technical education programs such as Culinary Arts, Child Development, and Multimedia.

Mission College is fully accredited by the Accrediting Commission for Community and Junior

Colleges, Western Association of Schools and Colleges. It offers a broad range of courses and community services, thereby assisting students in attaining their educational goals.

**MISSION OF THE COLLEGE**

The mission of Los Angeles Mission College is the success of our students. To facilitate their success, Los Angeles Mission College provides accessible, affordable, high quality learning opportunities in a culturally and intellectually supportive environment by:

- Encouraging students to become critical thinkers and lifelong learners;
- Ensuring that students successfully transfer to four-year institutions, find meaningful employment, improve their basic skills, and enrich their lives through continuing community education;
- Providing services and programs that improve the life of its immediate community.



## CHALLENGES, ISSUES, AND OPPORTUNITIES

The president of Los Angeles Mission College will provide leadership to:

- Support inclusive, effective, and collaborative governance by encouraging institutional leaders to work together collegially and by following sound policies that are shared with all constituent groups.
- Advance college goals and sustain institutional improvement through ongoing college-wide program review that aligns planning with budgeting process in a transparent manner.
- Systematically evaluate and publicize how the college is accomplishing its purposes, including student learning and achievement of student educational goals.
- In consultation with campus groups, oversee the build-out of the campus facilities while continuing the college's focus on environmental sustainability and address the staffing needs created by them.
- Create a climate of mutual trust, collegiality, and respect among the college constituencies and the diverse community groups.
- Strengthen the academic and workforce aspects of the college by promoting and developing programs and services that match the needs of the students and the community and ensuring that students have access to courses necessary to complete programs and degree requirements.
- Formulate a vision that anticipates future needs and communicates a commitment to meeting the needs of and attracting a diverse student population.
- Continue practices that are currently effective, such as the practice of an open, approachable, and accessible style of management that respects and values the contributions and ideas of faculty, staff, administration, and students.

- Attract and retain diverse and talented faculty, staff, and administrators and by example, motivate them to make a long-term commitment to the college.
- Be a strong advocate for the college in the district and in the community.

## PERSONAL AND PROFESSIONAL CHARACTERISTICS

The president will be a leader with the demonstrated ability to:

- Be an exceptional leader committed to student success, the development of quality educational programs, and institutional improvement.
- Be an energetic and dedicated educator who is a progressive thinker, tolerant of disparate perspectives, active listener, good communicator, people person with a reputation for getting things done.
- Be a hard-working administrator who can lead by example and motivate people to meet the mission and goals of the college.
- Be a collaborator who is highly visible on campus and maintains a positive interactive relationship with faculty, staff, administrators, and students.
- Be sensitive to and appreciative of ethnic, cultural, and academic diversity.
- Be noted for integrity, honesty, and ethical conduct in personal and professional interactions.
- Be open-minded and fair with all campus constituents.
- Manage change, make difficult decisions and resolve controversial issues and problems under pressure from different constituent groups.
- Be willing to make a long-term commitment to the college and to become an active and involved member of the community it serves.
- Be a collaborative leader who is experienced in effective participatory governance and understands the role of faculty in governance as mandated by California law.

## MINIMUM QUALIFICATIONS

- A California credential authorizing administrative service at the community college level OR a master's degree or advanced degree of at least 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 as a senior manager in business, industry, education, or government, preferably as a senior level college or university administrator.
- A sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college faculty, staff and students.

## GENERAL REQUIREMENTS

**Health:** A medical certificate indicating fitness to engage in administrative work is required for new employees at the applicant's expense after selection and before employment.

## SALARY

The current salary range is \$163,292 – \$191,732 annually, with a transportation allowance of \$1,530 per month in additional compensation. Employee benefits include 15.5 paid holidays annually, 24 days paid vacation annually, District-paid medical/hospital, dental and vision care plans and a \$50,000 group life insurance policy.

## EVALUATION PROCEDURES

Applications for the position will be reviewed by the Human Resources Division for entrance qualifications. A 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 may conduct background and reference checks and interviews and will forward these candidates to the Board of Trustees, along with his recommendation, if any, of which candidate is best suited for the position. The Board may conduct further background checks or interviews as appropriate.

## APPLICATIONS AND NOMINATIONS

To be considered for the position, please go to our Jobs with the District site at [www.laccd.edu](http://www.laccd.edu) to review the full brochure for this position and to file the application packet consisting of the following:

- The LACCD Application for Administrative Position;
- A letter of application, preferably five pages or less, which provides examples of your background and experience to demonstrate how your knowledge and expertise apply to the position;
- A current resume of professional experience, educational background and other pertinent information;
- A list of four (4) references with names, addresses, e-mail addresses, business and home telephone numbers including a direct report, a faculty member, an immediate supervisor, and a community member.

Applicants will be required to create an applicant profile account, whereby they will then be able to save and submit their application materials as attachments. To be considered in the first reading, applications must be submitted by 4:30 p.m. on January 17, 2011. If selected, additional information, such as official transcripts, will be required.

For additional information, contact Shawn Tramel, LACCD Human Resources, (213) 891-2281 [Stramel@email.laccd.edu](mailto:Stramel@email.laccd.edu).

For confidential inquiries, contact one of our search consultants at Community College Search Services:

Dr. Al Fernandez (805) 650-2546,  
fax (805) 650-8469, [ccss@sbcglobal.net](mailto:ccss@sbcglobal.net);

Dr. Jim Walker (805)-279-0009,  
fax (818) 879-2122, [walkerjw@sbcglobal.net](mailto:walkerjw@sbcglobal.net);

Dr. Eva Conrad (805) 660-1527,  
[eva.e.conrad@gmail.com](mailto:eva.e.conrad@gmail.com).