



*The Antelope Valley Community College District  
Board of Trustees  
invites applications for the position of  
**Superintendent/President.***

*Prospective applicants are encouraged to both  
review this announcement and, for a more thorough  
profile of the college, its students and community,  
the executive search website is:*

[www.avc.edu/administration/hr/presidentsearch.html](http://www.avc.edu/administration/hr/presidentsearch.html)



## **SUPERINTENDENT | PRESIDENT**

The Superintendent/President is the Chief Executive Officer of the Antelope Valley Community College District and President of Antelope Valley College. Duties and responsibilities are carried out in keeping with the District's policies and procedures, directives of the Antelope Valley College five-member, elected Board of Trustees, and State of California Administrative Code Title 5, Labor Code and Education Code.

As the administrative leader of a District committed to meeting the educational needs of the students and community, the Superintendent/President is responsible for overseeing all College/District operations, including: planning; budget development and resource allocation; organizational structures; accreditation; collective bargaining; assessment and supervision of all programs and services; and the evaluation of key administrative personnel. The Superintendent/President serves as the principal representative of the District to community groups, business and industry, California Community College Chancellor's Office, community college organizations, local public elementary and high school districts, public and private colleges and universities, federal, state, county and city agencies, and current/prospective donors to the Antelope Valley College Foundation.





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## ANTELOPE VALLEY COLLEGE

### POSITION PROFILE:

To carry on the institution's tradition of outstanding service to the greater Antelope Valley community, the Board is seeking a leader: who is committed to the comprehensive community college and is dedicated to providing services to a broad range of students with a variety of education goals; who has demonstrated commitment to and skills in participatory governance; and who has a proven record of successful partnering with leaders in government, other educational institutions, and business to enhance the learning opportunities for students and meet the needs of the community.

### DESIRABLE PERSONAL AND PROFESSIONAL CHARACTERISTICS AND ABILITIES:

Is an advocate for participatory governance, who supports collaborative decision making, delegates appropriately, and possesses a demonstrated ability to achieve consensus. Encourages and maintains two-way lines of communication with students, faculty and staff, encouraging a free exchange of ideas among diverse groups.

Works effectively with the Board of Trustees, the Antelope Valley College Foundation, the college's constituent groups, and the community to develop a climate of mutual trust and respect.

Is committed to ethnic, cultural, economic and social diversity, both within the student population and all employee groups of the District. This includes sensitivity to the diverse academic and physical abilities of all in the learning community.

Possesses high professional standards and a personal code of ethics characterized by honesty, integrity, openness and fairness.

Has demonstrated commitment to high academic standards and the importance of academic freedom in a higher education learning environment.

Has a positive outlook, with effective critical thinking, problem-solving and team-building skills.

Is approachable, transparent, flexible, open-minded and good-humored.

Communicates effectively, both interpersonally and in groups of all sizes, with strong listening, speaking and writing skills. Understands the importance of and demonstrates experience in college and community relations.

Has a vision that addresses the evolving role of open-door, comprehensive community colleges in the 21st century, and is able to function effectively in a rapidly changing environment by inspiring others with that vision, to work with the District's constituencies to establish priorities, and to allocate resources in order to accomplish that vision.

Is creative and analytical, using a data-driven and evidence-based approach to addressing complex situations and solving problems.

Is an educator who values, supports, motivates and develops employees.

Provides leadership to ensure that the college satisfies accreditation standards.

Provides leadership to maintain the district's commitment to utilize Interest-Based Bargaining, which is the primary resolution process to address labor challenges and opportunities.





## ANTELOPE VALLEY COLLEGE

Is skillful in effective and efficient utilization of the District's fiscal, human and physical resources. Is knowledgeable and demonstrates effective experience related to relevant institutional and human resource processes including planning of all kinds, budget development and management, collective bargaining, instructional program development and delivery, enrollment management, student and academic services, and facilities development and maintenance.

Is knowledgeable of California and federal laws and regulations relevant to the governance of community colleges.

Advocates effective use of educational and administrative technology as an enhancement to the traditional delivery of programs and services.

Is willing to make a deep and comprehensive commitment to the College and community.

Is effective in cultivating and maintaining a positive institutional presence in the community and formulating external partnerships appropriate to the mission of the College and District to enhance external resources.

Is a student-centered leader who views student and academic services as an important contribution to an effective learning environment.

Values student development through student leadership opportunities, athletics, and a broad array of other extracurricular activities.

And, is sensitive to the effects of all decisions on students, the campus community and the College's service area.

### **CHALLENGES AND OPPORTUNITIES:**

Expanding the College from a single campus to a multi-site district, while effectively managing the distribution of resources and continuing to enhance the College as an effective and responsive institution.

Pursuing an ongoing campaign of effective enrollment management.

Implementing recent initiatives in the areas of participatory governance and strategic planning.

Enhancing the college's pursuit of its mission in all of its aspects: transfer, career-technical, basic skills, workforce development, student life, cultural enrichment, performing arts, athletics and life-long learning.

Advancing the use of technology in the classroom, as an enhancement to traditional methods of learning, and assuring the on-going review, upgrade, maintenance, training and other support related to technology systems for instructional and administrative purposes.

Pursuing new and continued sources of external funding from state, federal and private sources, as well as partnerships with business, industry and government, in order to support and expand campus programs and services and enhancing the College's commitment to its students and the community. Strengthening collaboration with the Antelope Valley College Foundation to increase financial support for the district's mission through private gifts and community partnerships.

Enlisting campus and community support for events and programs that celebrate the cultural diversity of the college and the community.

Maintaining the district's focus on providing a safe and secure student- and employee-friendly environment, where everyone is able to reach his or her full potential.

### REQUIRED QUALIFICATIONS AND EXPERIENCE:

- A Master's Degree or equivalent from an accredited institution. An earned doctorate from an accredited institution is strongly preferred.
- At least five years of senior administrative experience in higher education, with operational and fiscal responsibility for a comprehensive segment of the institution. Senior administrative experience in a community college is preferred.
- An in-depth understanding of teaching, learning, and student development processes. Faculty experience at the community college level is preferred.
- Demonstration of strong community involvement as a college administrator.
- Demonstrated understanding of and sensitivity to diverse ethnic, cultural, economic, physical and learning abilities in a higher education environment.

### COMPENSATION AND BENEFITS:

Salary and other conditions of employment will be competitive, negotiated with the Board of Trustees, and commensurate with the candidate's background and experience. Antelope Valley Community College District offers an outstanding employee benefits package including medical coverage, dental and vision for employees and their families, and life insurance.

### APPLICATION PROCESS:

The position is open until filled. The deadline for application materials to be included in the first review by the Search Committee is March 29, 2013. All inquiries, nominations, and applications will be held in the strictest confidence. To be considered a candidate for this position, applicants must submit all of the following documents:

1. An online application located at [www.avc.edu/administration/hr/presidentapp.php](http://www.avc.edu/administration/hr/presidentapp.php).
2. A letter of interest that succinctly addresses how the candidate's experience and professional qualifications meet the required qualifications as well as the personal and professional characteristics and abilities identified in this announcement. The letter should also describe how he or she is prepared for the challenges and opportunities listed in this announcement (three to four pages).
3. A current resume including an e-mail address and cell telephone number.
4. A list of references, and with each a described relationship, preferred telephone number, and e-mail address. It is preferable that the list include references from the following current or past relationships: supervisors, including board members, as appropriate; employees reporting directly to the applicant; faculty members; community members; and students. Applicants will be notified before references will be checked. Finalists will be subject to reference checking beyond those listed or authorized.
5. Copies of transcripts showing graduate-level coursework and degree completion. (Official transcripts are required prior to employment for the successful candidate.)

These documents will be the only application materials reviewed. For your convenience, a complete application package may be submitted online at [www.avc.edu/administration/hr/presidentapp.php](http://www.avc.edu/administration/hr/presidentapp.php) or mailed to the Antelope Valley College Office of Human Resources at the address below.

### SELECTION PROCESS:

1. The completed applications and supporting materials will be reviewed to ensure that the minimum required qualifications stated in the job announcement are met.
2. The search committee, consisting of trustees, faculty, staff, administrators, students, and community leaders, will evaluate the applications to identify candidates that most closely reflect the required job-related qualifications as well as personal and professional characteristics and abilities identified in this position announcement. These candidates will be invited for an initial interview the beginning of May. Based on the interviews, the search committee will identify and recommend finalists to the Board of Trustees.
3. The Board of Trustees will interview the finalists and conduct public forums, planned for the week of May 20.
4. The new Superintendent/President is intended to be selected by the Board of Trustees in June and s/he will assume duties on or about July 1, 2013.
5. Complete confidentiality will be maintained until the search committee recommends the finalists to the Board of Trustees.
6. Reference checks will be conducted prior to both the initial interview and the finalist interview. Candidates will be notified before the reference checking process begins.
7. The district will reimburse up to \$500 for travel that exceeds 250 miles from the Antelope Valley College campus, for those invited for initial and final interviews. All travel reimbursements are contingent upon prior approval of expenses by the district.

### CONTACT INFORMATION:

PPL, Inc. has been retained by the Board of Trustees to assist with the facilitation of the search and selection process. Confidential inquiries about the position are welcomed and may be made to:

#### **Dr. Dean C. Colli, PPL Vice-President**

E-mail: [dcc@san.rr.com](mailto:dcc@san.rr.com)  
Cell: (619) 517-6133

#### **Dr. Lisa Sugimoto, PPL Sr. Associate**

E-mail: [lisasugimoto@yahoo.com](mailto:lisasugimoto@yahoo.com)  
Cell: (562) 972-8983

Also, general inquiries about the position or the process may be directed to:

#### **Dr. Vicki Nicholson**

Interim Assistant Superintendent/Vice President  
Human Resources and Employee Relations  
E-mail: [vnicholson1@avc.edu](mailto:vnicholson1@avc.edu)  
Phone: (661) 722-6588

Candidates selected for employment will be required to provide verification of work authorization pursuant to INS regulations.



**ANTELOPE VALLEY COLLEGE**

**Office of Human Resources | 3041 West Avenue K, Lancaster, CA 93536 | (661) 722-6300, ext. 6119**

Antelope Valley College prohibits discrimination and harassment based on race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, or sexual orientation.

Upon request, we will consider reasonable accommodations to permit individuals with protected disabilities to (a) complete the employment or admission process, (b) perform essential job functions, (c) enjoy benefits and privileges of similarly-situated individuals without disabilities, and (d) participate in instruction, programs, services, activities, or events.

**AVC is an equal opportunity employer.**