

President/CEO

Position Information

Position Information

Position Title	President/CEO
Posting Number	CM-102-2022
Division	Office of the President
Department	President's Office
Position Classification	Management
Time (Percent Time):	100%
Term (months/year):	12 months/year
Current Work Schedule (days, hours):	
Salary Range:	
Salary:	Compensation package is based on experience and qualifications negotiated with the Board of Trustees
Shift Differential:	
Open Date:	11/14/2022
Initial Screening Date:	01/13/2023
Open Until Filled:	Yes
Application Procedure:	To be considered for the first screening, please submit application materials no later than Friday, January 13, 2023, by 11:59 p.m. The position is open until filled.

It is important that applicants submit ALL required documents requested for the application package to be deemed complete and given consideration. **For an application packet to be considered complete it must contain experience implementing or overseeing programs or policies relating to diversity, equity, inclusion, and anti-racism, preferably in a minority serving institution such as Hispanic Serving Institution and Asian American Native American Pacific Islander Serving Institution throughout the following:**

- Online Application
- Cover Letter not to exceed five (5) pages (Must address duties and responsibilities)
- Resume/Curriculum Vitae
- College and/or university transcripts showing the awarded/conferred degree are required and must be submitted with the online application by all applicants, including current or former employees of the college, to demonstrate that the required educational qualifications are met. Unofficial transcripts are acceptable at the time of application; however, copies of diplomas are not accepted in lieu of transcripts.

Out of the country (foreign) transcripts must be evaluated prior to submitting an application. Evaluations provided by any service member of the National Association of Credential Evaluation Service (NACES) (<http://www.naces.org/>) are acceptable.

A list of eight (8) references (letters not required). There must be two references from each of the categories noted below. For each reference, please include a description of the professional relationship, mobile and work or home phone numbers, and email addresses.

- Two (2) supervisors whom the applicant reports to

- Two (2) administrators, managers, or directors to whom report to the applicant
- Two (2) classified support staff whom report to the applicant
- Two (2) professional colleagues

For complete information about the Mt. San Antonio Community College District, the position, and how to apply, please visit <https://www.mtsac.edu/presidentsearch/>. Application materials will only be accepted electronically.

Health & Welfare:

Mt. San Antonio College offers a highly competitive executive compensation package, which includes base salary; medical, dental, vision, and life insurance benefits; and vacation and sick leave. Salary and benefits are based on experience and qualifications and are negotiated with the Board of Trustees.

Mt. San Antonio College is an equal opportunity employer and is deeply rooted in a strong commitment to advancing and enhancing the equity, diversity, and cultural proficiency of the campus community. The policy of the College is to encourage applications from ethnic and racial minorities, women, persons with disabilities, and veterans. No person shall be denied employment because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex (gender), age, gender identity, sexual orientation, or the perception that a person has one or more of these characteristics.

Basic Function/Overview:

OVERVIEW:

The Mt. San Antonio College Board of Trustees seeks candidates for the position of President/Chief Executive Officer. This position reports directly to the Board, which is composed of seven publicly elected members and a student representative.

The Board seeks a proven leader who is inclusive, equity-minded, innovative, energetic, and committed to student success and academic excellence. The successful candidate is expected to develop and implement a common vision in the best interest of students, faculty, and staff through the participatory governance process.

They must thoroughly understand the role of a large, comprehensive, diverse community college in a vast economically vibrant region and understand the dynamics of the communities served by the College.

BASIC FUNCTION:

The President is responsible for all operations of the College and assures that the institution is operated in accordance with the policies adopted by the Board of Trustees.

The President provides leadership and advocacy for the College to advance its mission of promoting diverse student learning and success.

The President oversees strategic planning and initiatives; cultivates community, legislative, and College relations; and assures fiscal integrity and responsibility on behalf of the institution.

SUPERVISION RECEIVED & EXERCISED:

Receives general direction from the Board of Trustees. Exercises direct and general supervision over administrative, professional, and technical staff.

Essential Duties & Responsibilities

To carry out the institution's tradition of outstanding service to the Greater San Gabriel Valley, the Board is seeking a leader who:

- will address gaps in diversity, equity, inclusion, and anti-racism within the College;
- can articulate and communicate the College's vision and commitment to creating an equitable, diverse, inclusive, and anti-racist academic and work environment;
- is committed to the comprehensive community college and is dedicated to providing services to a broad range of students with a variety of educational goals;
- has demonstrated strong financial and planning skills including coping with difficult financial periods and issues;
- has demonstrated commitment to and skills in participatory governance; and
- has a proven record of successfully partnering with leaders in government, other educational institutions, and businesses to enhance the learning opportunities for students and meet the needs of the community.
- supports the comprehensive community college mission.
- is a student-centered leader.
- has a commitment to the welfare and well-being of students.
- values diversity in all its forms.
- has strong cultural competency and successful DEIA experience providing and guiding responsive services for students, faculty, and staff and those from communities with historically marginalized identities.
- is highly committed to closing the achievement gap of underrepresented students.

- is able to disrupt prejudice, discrimination, and racism that impacts students and staff at the interpersonal, intergroup, and institutional levels.
- communicates expectations, delegates, and holds accountable oneself and the College executive team.
- communicates respectfully and listens effectively while encouraging diverse opinions.
- is committed to the collegial consultation process; respects and values the contributions of constituent groups and individuals and understands the delegation of authority and responsibility.
- leads with a focus on continuous improvement of institutional effectiveness, grounded in clear visions, effective planning and budget prioritization, on-going assessment, and improvement of student learning and other institutional outcomes.
- provides proactive and innovative ideas for addressing issues.
- understands the California collective bargaining environment and the need to work effectively with employee groups.
- is a transformational leader who exhibits personal/professional ethics and integrity in all behavior and relationships, and brings a strong sense of fairness and equity to all decision-making.
- has a positive attitude and enthusiasm for the work of the institution and is an example to others.
- is visible and accessible for enhanced relationships of trust, fostering positive student, faculty, and staff morale.
- is transparent as a decision maker.
- has work characteristics and a management style that inspires trust and confidence in one's leadership.
- understands the needs of the communities served by Mt. San Antonio College and is active and visible in the community, building strong coalitions and working with educational, business, community, and government leaders in support of the mission of Mt. San Antonio College.
- demonstrates experience in fiscal management, complex budget development, and financial resource development.
- has the ability to serve as a well-rounded leader who will engender respect, trust, and confidence in the students, faculty, staff, administrators, and Board of Trustees.
- has the ability to deal with crises and help an institution through trying times.
- can bring divergent perspectives to achieve consensus and the successful resolution of conflicts.
- understands the need for the recruitment and retention of underserved students

Knowledge Of:**Skills and Abilities:****Minimum Qualifications**

- Master's degree from an accredited institution or equivalent.
- One (1) year of formal training, internship, or leadership experience reasonably related to the administrative assignment.
- Sensitivity to, and understanding of, the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

Equivalencies:

Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications is listed in the Minimum Qualifications section.

Preferred Qualifications:

- An earned doctorate from an accredited institution is strongly preferred.
- Three to five years of executive-level management assignment in a community college.
- Previous experience as a community college president, chancellor, or other CEO titles.

License(s) & Other Requirements:**Working Environment:****Physical Demands:****Conditions of Employment:**

The person holding this position is required to be present on Mt. San Antonio College's campus to perform all essential duties and responsibilities.

Official offers of employment are made by Mt. San Antonio College Human Resources and are made contingent upon Board approval. It is also required that a final offer of employment will

only be made after the candidate has successfully been live-scanned and clearance for employment is authorized by Human Resources. Costs for live-scan services shall be borne by the candidate.

Notice to all prospective employees – The person holding this position is considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in Administrative Procedure 3518, titled Child Abuse Reporting, as a condition of employment.

As required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the Mt. San Antonio Community College Annual Security Report is available here: [Mt. SAC Annual Security Report](#).

The person holding this position is considered a 'Responsible Employee' under Title IX of the Educational Amendments Act of 1972 and is required to report to the College's Title IX Coordinator all relevant details reported to him or her about an incident of alleged sexual misconduct including sexual harassment, sexual assault, dating and domestic violence and stalking.

Special Notes:

A confirmation number will be assigned when your application packet indicates the supplemental questions have been answered and a document has been attached to each required link. Assistance with the online application process is available through Human Resources at 1100 N. Grand Avenue, Walnut, CA 91789-1399. Human Resources: (909) 274-4225. E-mail: employment@mtsac.edu.

DO NOT include photographs or any personal information (e.g. D.O.B, place of birth, etc.) on your application or supporting documents.

LONG DISTANCE TRAVEL FOR INTERVIEWS: Should you be invited to an interview, please contact our office to discuss an accommodation option if attending the interview would require you to travel in excess of 150 miles one way from your residence.

THE MT. SAN ANTONIO COLLEGE DISTRICT WILL NOT SPONSOR ANY VISA APPLICATIONS.

Foreign Transcripts:

Transcripts issued outside the United States require a course-by-course analysis with an equivalency statement from a certified transcript evaluation service verifying the degree equivalency to that of an accredited institution within the USA. This report must be attached with the application and submitted by the filing deadline. Accredited evaluation agencies can be found on the [National Association of Credential Evaluation Services Website](#).

Inquiries/Contact:

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:

Lisa Sugimoto, Ed.D.
Vice President, PPL, Inc.
562.972.8983 • lsugimoto@pplpros.com

Benjamin Duran, Ed.D.
President, PPL, Inc.
209.761.0534 • bduran@pplpros.com

If you are experiencing technical difficulties with the application, please contact Jose Ramirez at jose.ramirez@mtsac.edu or 909.274.4493.

Selection Procedure:

- The completed applications and supporting materials will be reviewed to ensure that the minimum required qualifications stated in the job announcement are met.
- **The screening committee will evaluate the applications to identify candidates who are able to most closely reflect in their submitted documents the Required/Desired qualifications and the Professional and Personal Leadership Qualities described in this position announcement.** Candidates will be invited for an initial interview in February 2023. Based on the interviews, the screening committee will identify and recommend finalists to the Board of Trustees.
- Public forums and final interviews with the Board of Trustees are planned for March 2023.
- The appointment of the new President/CEO by the Board of Trustees is slated for April 2023 with the assumption of duties to begin on or about July 1, 2023.
- Complete confidentiality will be maintained until the screening committee recommends the finalists to the Board of Trustees. When the finalists are determined, they will be announced publicly.
- Media checks will be conducted prior to the first level interview and full-range reference checks will be conducted on the finalists prior to their interviews with the Board of Trustees.

Candidates will be notified before the reference checking process begins.

- **SPECIAL ACCOMMODATIONS:** If you are in need of special services or facilities due to a disability in order to apply or interview for this opening, please contact Jose Ramirez from the office of Human Resources at 909.274.4493.
- The start date will be following Board approval and receipt of live scan clearance.

Special Instructions to Applicants:

To be guaranteed consideration, it is the applicant's responsibility to ensure that all required materials are received before the initial screening date and time indicated on the job posting. Incomplete application packets will not be considered. All application materials will become College property, will not be returned, and will not be copied. Please visit our employment website at [Mt. SAC Employment Website](https://hrjobs.mtsac.edu/postings/9794) to complete and submit your application for this position.

EEO Policy:

The College is an equal opportunity employer. The policy of the College is to encourage applications from ethnic and racial minorities, women, persons with disabilities, and Vietnam-era veterans. No person shall be denied employment because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex (gender), age, sexual orientation, or the perception that a person has one or more of these characteristics.

Conflict of Interest

Mt. San Antonio College employees and the Board of Trustees members shall not engage in any employment or activity that is inconsistent with, incompatible with, or in conflict with Mt. San Antonio College's Administrative Procedures (AP 2710 Conflict of Interest, AP 2712 Conflict of Interest Codes).

Cancel RTF Policy:

We reserve the right to re-open, re-advertise, delay, or cancel filling this position. This recruitment may be used to fill future vacancies.

Quick Link

<https://hrjobs.mtsac.edu/postings/9794>

Posting Specific Questions

Required fields are indicated with an asterisk (*).

1. * Incomplete application packets will not be considered. Stating "see resume" on your application will be considered an incomplete response.
 - I understand this statement
2. * For an application packet (application, cover letter, resume/curriculum vitae) to be considered complete it must contain your experience implementing or overseeing programs or policies relating to diversity, equity, inclusion, and anti-racism, preferably in a minority serving institution such as Hispanic Serving Institution and Asian American Native American Pacific Islander Serving Institution.
 - I understand this statement
3. * What does it mean for you to have a commitment to diversity as the President/CEO? How have you demonstrated that commitment? How would you see yourself demonstrating it here as the President/CEO?
(Open Ended Question)
4. * What does 'equity' mean to you? How would you enact your definition of equity as the President/CEO?
(Open Ended Question)
5. * Evidence of minimum qualifications must be established in the online application form. Supporting documents such as cover letter, resume, etc. will not be used for the purpose of determining minimum qualifications.
 - I understand this statement
6. * Employees must be California residents on their date of hire and for the duration of their employment with Mt. SAC.
 - I understand and agree to abide by this statement
7. * The District does not provide sponsorship for authorization to work in the United States. Work authorization should be established at the time of application submission.
 - I understand this statement

Optional & Required Documents

Required Documents

1. Cover Letter
2. Resume/Curriculum Vitae
3. Transcripts to Meet Required Qualifications

Optional Documents

1. Foreign Transcripts Evaluation
2. Letter of Recommendation 1
3. Letter of Recommendation 2
4. Letter of Recommendation 3
5. Transcripts - Continued