



**Pasadena City College**  
*is accepting applications for the position of*

# **SUPERINTENDENT /PRESIDENT**



**Learn more at [www.pasadena.edu/presidential-search](http://www.pasadena.edu/presidential-search)**



The Board of Trustees of the Pasadena Area Community College District (the “District”) is seeking a visionary and forward thinking chief executive, committed to a 21<sup>st</sup> century comprehensive community college mission. The new leader of the District must have a track record of demonstrated, culturally competent leadership skills necessary to carry on the institution’s tradition of outstanding service to the economically and ethnically diverse Pasadena area and the ten San Gabriel Valley communities that comprise the District. The District is located in a unique region rooted in the early history and many cultures of California, and at the forefront of the future economic vitality of the State.

### **THE POSITION**

The Superintendent/President is the chief executive officer of the District and reports to a seven-member, elected Board of Trustees (the “Board”). The Superintendent/President is the District’s administrative leader and is responsible for overseeing the entire District’s operations. Ongoing responsibilities include planning, budget, supervision of academic programs, administrative services and student services, and the evaluation and oversight of key administrative personnel to make certain the institution is meeting the educational needs of the diverse and evolving student body and community.

The next Superintendent/President will lead a college of dedicated and engaged students, faculty, staff and Board of Trustees members who are committed to creating a culturally responsive and meaningfully inclusive environment that provides opportunities for all members of the campus community.

The new leader will advocate and represent the District in the community, region, state and country. The Superintendent/President will be the District’s ambassador to community groups, business and industry, local school districts, federal, state, county and city agencies, colleges and universities, and to the Pasadena City College Foundation Board members.

### **ABOUT PCC**

Established in 1924, Pasadena City College, (“PCC”), has been serving the West San Gabriel Valley for 94 years. PCC enrolls more than 29,500 students each semester and offers 107 academic degree programs and 72 Career and Technical Education (CTE) programs to its students. PCC serves one of the most culturally diverse student populations in the nation. The College sets the stage for preparing students to meet the demands of a changing world. Building relationships with community partners provides opportunities for PCC faculty and its students to engage in opportunities not often available to students in other areas.

The main college campus occupies a 53-acre site, while the Foothill Community Education Center and Child Development Center are located in separate nearby off-campus facilities. Due to the geographic size of the District, PCC has two additional satellite sites – the Rosemead Center and its newest site, PCC Northwest at John Muir High School.

### **MISSION**

The mission of Pasadena City College is to provide a high quality, academically robust learning environment that encourages, supports and facilitates student learning and success. The College provides an academically rigorous and comprehensive curriculum for students pursuing educational and career goals as well as learning opportunities designed for individual development. The College is committed to providing access to higher education for members of the diverse communities within the District service area and to offering courses, programs, and other activities to enhance the economic conditions and the quality of life in these communities.

### **STRENGTHS**

PCC has many institutional strengths that distinguish it among its peers, both in the state and across the nation. Among them are:

- A highly multicultural student body:

51% Latino	4% Black/African American
24% Asian	3% Two of More Races
15% White	3% Unknown/Other
- Annually, at 49%, the College achieves recognition for one of the highest rates for transfer degrees to baccalaureate level institutions, both in California and across the nation. Additionally, PCC boasts a 52% bachelor’s degree attainment rate for Pasadena graduates who transfer to a four-year university, compared to 42% nationally. The College is well known for national mathematics and forensic honors, as well as its extensive study abroad opportunities.
- PCC was once again named one of ten national finalists for the 2019 Aspen Prize for Community College Excellence, widely recognized as the nation’s premier honor for two-year colleges. The Aspen Prize recognizes institutions for their outstanding outcomes in four areas: student learning; certificate and degree completion; employment and earnings; and high levels of access and success for minority and low-income students.
- PCC is ranked by the *Military Times* as the top community college in California for military veterans, and the College is similarly ranked among the top community colleges in the nation. The *PCC Courier*, the student newspaper, is a perennial award winner.
- Twelve students are elected annually by the PCC Associated Students to represent and advocate on behalf of the student body. There are 80 student clubs and organizations representing the interests of a culturally diverse student population.
- In February 2017, the Accrediting Commission for Community and Junior Colleges of the Western Association of School and Colleges reaffirmed PCC’s status as a fully accredited institution. For more information, go to [www.pasadena.edu](http://www.pasadena.edu).

## **OPPORTUNITIES AND CHALLENGES**

The District currently faces a number of opportunities and challenges that will be the focus of the Superintendent/President, including the following:

- Capture the imagination of a diverse campus community and inspire the college's future with boldness, excitement, and confidence;
- Transform the College into a more agile and forward-looking 21st century institution that is responsive to the needs of an increasingly multicultural and multiethnic student body;
- Build strong bridges and the effective working relationships with and between the Board of Trustees and the College's internal constituencies to accomplish goals;
- Be PCC's enthusiastic advocate in the District, the region, state, and nation, by creating new and strengthened collaborative relationships between the College and a wide range of community organizations, businesses, cultural institutions, and educational institutions in the San Gabriel Valley and the Los Angeles basin;
- Expand outreach to ensure the College is distinguished for attracting, retaining, and effectively serving the students at all high schools within the District;

- Achieve the appropriate balance among the College's three major educational emphases: degree/transfer programs, Career and Technical Education programs, and basic skills preparation;
- Strengthen partnerships with transfer institutions to improve practices that increase student transfer and overall completion of baccalaureate degrees;
- Lead the College in implementing Guided Pathways, the Pasadena Promise and other student success initiatives emerging from the California Community College System's Vision for the Future.
- In light of the new funding formula for California Community Colleges, act effectively and creatively with the fiscal constraints and budget uncertainties associated with the evolving funding models;
- Regularly update the Strategic Master Plan to stimulate and guide timely institutional planning: academic planning, facilities planning, technology planning, human resource planning, and financial planning;
- Update the Facilities Master Plan to deliver an exceptional learning environment for another generation of student learning and success; and implement a more enhanced and systematic program of maintenance, renovation and replacement of outdated facilities;
- Implement timely improvements to the infrastructure for campus information technology to provide and maintain an up-to-date, centralized system that provides a technology-rich learning and administrative environment;
- Optimize the effectiveness of PCC's human capital, developing skills and talents to increase the effectiveness of administrators, faculty, and staff, through periodic assessment, professional development, adaptation of the organizational structure, and expansion of resources;
- Build methods, collaborations, and stakeholder development for the full range of diversity for all constituencies in the attendance area by responding to demographic changes and continuously assessing and improving services that support student achievement and continuing education;
- Uplift the campus climate with an emphasis on shared purpose and participation in shared governance. Integrate programs and activities addressing equity, excellence, and sustainability in all facets of the College's and the District's operations.

## **MINIMUM QUALIFICATIONS, PROFESSIONAL CHARACTERISTICS AND PERSONAL QUALITIES**

The District seeks a Superintendent/President with the qualifications, the demonstrated culturally competent professional skills and abilities, integrity, and the personal qualities that, in effective combination, will enable him or her to lead the College in successfully addressing its challenges and pursuing the opportunities outlined above.



## **MINIMUM QUALIFICATIONS – EDUCATION AND EXPERIENCE**

- A master's degree from a regionally accredited institution;
- Five years of senior administrative/leadership experience in progressively more responsible positions with a strong record of achievement; and
- Demonstrated understanding and experience in the application of equity in all its forms; sensitivity to the academic, socioeconomic, cultural, ethnic, and activity-limited diversity of community college students, employees, and residents of the communities served by the District.

## **PREFERRED QUALIFICATIONS**

- A doctorate degree (or the equivalent) from a regionally accredited institution;
- Senior administrative/leadership experience in a higher education institution with an ethnically and racially diverse student body;
- Teaching and/or student services experience in a higher education institution;
- Experience working with a Board of Trustees or the equivalent.

## **DEMONSTRATED SKILLS AND ABILITIES**

- In philosophy and experience, is guided by a clear understanding and deep commitment to the mission of the community college, particularly as it fits within California higher education;
- Maintains an energetic and consistent focus on the needs and success of students and the communities from which they come;
- Exhibits a deep commitment to collegial consultation and the ability to effectively use a collaborative leadership style with all constituent groups to make appropriate decisions and get things done; understands the philosophy and practices that are the foundations of AB 1725; is an exceptional team player and team leader;
- Leads with attention to continuous improvement of institutional effectiveness that is grounded in: clear vision, effective planning and budget prioritization, on-going assessment of student learning and other institutional outcomes, and motivation of people to perform at their best;
- Is a strategic thinker and transformational leader; is an effective change agent, yet values the positive contribution of stability and tradition; is a creative and reasoned risk-taker; is action- and results-oriented, responding to situations in a timely manner;
- Is successful in establishing effective organizational structures, attracting qualified individuals to leadership positions, and supporting them in their work, without micromanagement and with opportunities for continuing professional development;

- Is a skillful communicator in all forms and settings; speaks effectively and listens carefully; takes multiple perspectives into consideration; communicates decisions clearly, broadly and persuasively; has the ability to say “no” under difficult circumstances and cultivate support for such a position;
- Demonstrates business acumen in planning, budgeting, assessing progress and managing change; effectively manages internal and external resources (fiscal, physical and human); understands the increasing role of technology in support of the learning environment, providing support services, and managing resources;
- Understands the California community college legal and regulatory environments, including collective bargaining and institutional accreditation; has relevant experience related to achieving successful outcomes associated with those environments;
- Exhibits skills and has successful experience in cultivating and maintaining external relationships, such as advocacy for and community support of the College/District, external resource development through an institutional foundation and pursuit of grant funding, and functional partnerships in the community;
- Interacts effectively with people of different cultures to provide effective educational services and programs that address the social, linguistic, and diverse needs of students, employees, and the communities the District serves.



## **PERSONAL QUALITIES**

- Exhibits a natural, friendly and open relationship with people, leading to accessibility, transparency, and trust;
- Exhibits personal/professional ethics and integrity in all behavior and relationships; expects accountability in oneself and from others;
- Has a high respect for the work of faculty, staff and administration and the value that each bring to the effectiveness and improvement of the institution and the success of students; invests in the future of human resources by supporting multiple avenues for professional development;
- Possesses an authentic love for students, accompanied by the desire to be a visible presence on the campus and a supporter of student-centered programs; values the perspective of students in pursuing institutional effectiveness and change;
- Gauges political situations effectively and possesses the emotional intelligence to relate effectively with individuals from all constituent groups; good judge of people, their motivations and behavior;
- Possesses cultural competence and embraces equity in a true and unshakable belief in the values of diversity of all sorts, both for the principles of fairness and for the resulting improvement to the District and the communities it serves;
- Feels a genuine and long-term commitment to the College/District and to achieving the goals of its Strategic Master Plan.

## **PHYSICAL DEMANDS**

Must possess physical ability and stamina to do the job. Additionally, this position will require frequent travel to other locations in order to successfully accomplish the required work duties and responsibilities.

## **ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with District personnel, students, and/or private representatives in moving forth the District's mission.

## **REASONABLE ACCOMMODATION:**

Reasonable accommodation is available upon request.

## **SALARY**

Commensurate with experience. Generous fringe benefits include fully paid medical, dental, and vision for employees and their dependents, and life insurance for the employee.

## **CONDITIONS OF EMPLOYMENT**

- Successful completion of background and fingerprint clearance and TB screening.
- Proof of eligibility to work in the United States and signing of loyalty oath per government codes 3100-3109.
- Meeting applicable eligibility requirements under CalPERS or CalSTRS if you are a current or former member.
- Board of Trustees approval.

## **APPLICATION PROCESS**

First screening date: **September 14, 2018**

Submit Required Application Documents to:  
presidentialsearch@pasadena.edu

## **REQUIRED APPLICATION DOCUMENTS**

- Cover Letter/Statement of Qualifications limited to 4 pages
- Current Resume
- List of references (maximum eight) to include phone and email contact information for:
  - One direct supervisor,
  - One peer,
  - One faculty member,
  - One direct report,
  - One member of a governing board or member of the community,
  - One classified or support staff member
- Applicant Submittal Certification\*
- Equal Employment Opportunity Survey\*

\* available online at [www.pasadena.edu/presidential-search](http://www.pasadena.edu/presidential-search)

## **SPECIAL INSTRUCTIONS**

1. Applicant files with all required application materials received by Sept. 14, 2018 will be reviewed by a College Screening Committee.
2. The committee will conduct first-level interviews Oct. 15 and 16.
3. Second-level interviews with the board will take place Nov. 3 and 4.
4. Final candidates will conduct on-campus open forums Nov. 27 to 29.
5. Applicants invited to interview may request the reimbursement of reasonable travel expenses.
6. A final determination will be rendered during an open meeting of the Board of Trustees.

## **CONFIDENTIAL INQUIRIES AND QUESTIONS ABOUT THE PROCESS**

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## **ADDITIONAL INFORMATION**

- The Immigration Reform & Control Act of 1987, Public Law 99-603, requires that employers obtain documentation from every new employee which authorizes that individual to accept employment in this country. This requirement applies to both United States citizens and aliens. Any employee who is unwilling/unable to fulfill this requirement will not be employed.
- The District will not sponsor any visa applications.
- If accommodations are needed for the application process in compliance with the Americans with Disabilities Act, please inform Human Resources.
- It is the policy of the District that all candidates for employment need to be cleared for employment through the process of background check and verification of prior employment, references and credentials.
- Crime awareness and campus security information are available from Campus Police and Safety. (Public Law 101-542)
- The District does not discriminate in the educational programs and activities operated by the District, or in employment procedures and practices of the District. The Policies of Title IX as developed to date are available for inspection during normal business hours at the District Office at 1570 E. Colorado Blvd., Pasadena, CA 91106.
- The Board of Trustees reserves the right to extend time limits or reinstate the search process at any time. Moreover, the Board of Trustees may choose to pursue an external appointment pursuant to the guidelines set forth in Title 5 regulations. The District is an equal opportunity employer. Finally, the District encourages applications from underrepresented minorities and the disabled.

