South Central College

EXECUTIVE SEARCH PROFILE

VICE PRESIDENT OF FINANCE AND OPERATIONS
South Central College, with campuses in Faribault and North Mankato, Minnesota, invites nominations and applications for the position of Vice President of Finance and Operations. Reporting to the President, the Vice President is designated as the Chief Financial Officer of the College. The Vice President will oversee administrative support functions such as financial operations, buildings and grounds, information technology, bookstore, food service, and safety and security.
South Central College (SCC) is a comprehensive community and technical college and a member of the Minnesota State system. Accredited by the Higher Learning Commission (HLC), SCC awards certificates, diplomas, and associate degrees. The college offers programs that prepare students to immediately start a rewarding career after graduation or transfer to a 4-year institution to pursue a bachelor's degree. In addition, SCC’s Center for Business and Industry provides businesses and professionals with customized training and continuing education opportunities.

The college serves more than 5,000 students. Almost half of the students are full-time and 47 percent are female. Students of color comprise approximately 20 percent of the student body.

The college has many established partnerships with local, regional, state, and national companies and organizations. These external stakeholders provide their expertise to the college's industry advisory committees, provide internships and employment opportunities to SCC's students, and support the college's campus foundations. In addition, SCC houses the Minnesota State Southern Agricultural Center of Excellence, which works with its partner institutions, businesses and organizations to promote and strengthen ag education throughout the region.
History

Mankato Vocational School was established in 1946 as the first public post-secondary vocational-technical school in Minnesota. In 1968, the school moved to a new North Mankato campus to become Mankato Area Vocational Technical Institute. Faribault Technical College opened its doors in 1964.

In 1995, the Minnesota legislature combined all public community colleges, technical colleges, and universities (except the University of Minnesota) under a single governing board, establishing what today is known as the Minnesota State system. As part of this system, the North Mankato and Faribault campuses merged to become one institution - South Central Technical College. In 2005, approval was granted to expand the college’s mission to become a comprehensive community and technical college under the name of South Central College. This approval allowed SCC to provide an Associate of Arts Degree in Liberal Arts and Sciences in addition to 50 technical career and professional programs.

Vision

South Central College will be the region’s leading institution for transitioning individuals into the college environment, educating students for technical careers, and building student capacity for future study through inclusive student-centered programs and services. The college will be a committed partner in the regional economy, helping individuals and organizations compete in the global marketplace.

Mission

South Central College provides accessible higher education to promote student growth and regional economic development.
Purpose Statements

1. Foster a welcoming environment that cultivates a sense of respect and appreciation for differences.

2. Provide educational options that prepare students for entry into the workforce, career advancement, and academic transfer opportunities.

3. Offer student services and enrichment experiences that support academic success.

4. Provide educational opportunities that develop our students' ability to understand and evaluate personal, social, civic, and global perspectives.

5. Deliver education, training, and consulting services for business, industry, and government organizations that help maximize productivity, profitability, and sustainability in a global marketplace.

6. Promote the economic, cultural, and intellectual development of the community through collaboration with our stakeholders.

Strategic Goals

- Partnerships and Collaboration
- Marketing, Branding, and Recruitment
- Holistic Learner Services
- Quality Education

Values

SOUTH CENTRAL COLLEGE...

- Recognizes the liberating effects of lifelong intellectual, professional, and personal learning.
- Honors diversity and inclusion by recognizing every person's worth and potential.
- Operates with integrity in all interactions.
- Encourages open and honest communication that respects individual opinions.
- Values collaboration and believes that teamwork promotes unity and shared purpose.
- Embraces continuous improvement.
The college’s Faribault and North Mankato Campuses are located in the heart of southern Minnesota with numerous lakes, rivers, and trails. Both communities offer abundant outdoor, recreational, sporting, and cultural activities. In addition, the Minneapolis-St. Paul area is just a 35-minute drive from Faribault and 1½ hours from North Mankato. Add to this a low cost of living compared to many regions of the country and an excellent K-12 public school systems, and you have the perfect place to call home.
The Position

The Vice President of Finance and Operations provides the vision and leadership to manage the College’s operating and capital budgets; pursues innovative business solutions to enhance the overall effectiveness of the College’s financial and administrative operations; works collaboratively with senior staff, faculty, administrators, and external constituents to achieve sustainable plans that maximize institutional goals; and is an advocate for obtaining funding for South Central College. Reporting to the President of the College, the Vice President is a member of the President’s Cabinet and the chief advisor to the President and administration executive staff on fiscal affairs, information technology, safety and security, auxiliary services, facilities planning, and operations.
The Position

Challenges

- Determine the optimal organizational structure for the Finance and Operations division.

- Establish a budget development, allocation, and monitoring process that allows collaboration and transparency.

- Identify ways to expand the College’s revenue streams.

- Identify opportunities to strengthen and streamline processes in the Finance and Operations division.

- Work closely with the Physical Plant Supervisors and provide leadership and general oversight for specific construction projects currently in the final stages of planning.

- Provide leadership in developing and implementing initiatives to upgrade the College’s facilities and technology, and advocate with legislators and area decision makers for additional funding for capital projects and technology upgrades.

Opportunities and Expectations

- Engage in high-level, long-range and strategic planning to ensure the most optimal use of the College’s human, fiscal, physical, and technological resources.

- Serve as the primary liaison, to the Minnesota State system office on finance and operations matters.

- Create and foster an organizational culture that supports operational excellence and promotes optimal efficiency.

- Work collaboratively with members of the College community to ensure that technology is current and sufficient to support student, faculty, staff, and administrative needs.
Characteristic Duties and Responsibilities

- Enforces Minnesota State system and College policies and procedures relating to business processes, payroll, accounts payable and receivable functions, procurement contracts, inventory control, purchasing, and travel reimbursement. Assures compliance with state and federal regulations, grant administration and reporting, and higher education financial reporting standards and requirements. Provides management and oversight to ensure the accuracy and integrity of business office operations.

- Works with the College’s business office and the Minnesota State system office on areas to include risk management and loss control programs and internal auditing. Acts as audit liaison with various audit entities responds to audit findings and implements audit recommendations.

- Strategically and collaboratively enhances the college’s financial strength through fiscal analysis, monitoring, planning and reporting. Provides business and financial services to the campus community including auxiliary services of bookstore and food service operations.

- Leads efforts and works with senior colleagues in preparing the College’s annual and multi-year budget, implementing budget/fiscal control functions, and developing long-term financial projections consistent with the college’s strategic plan and goals. Leads campus administrators and staff in the preparation and analysis of strategic, financial, and operational reports.

- Provides institutional leadership and management for financial, administrative, and facility planning so that overall college planning and decision-making is supported. Develops and maintains a long-range financial master plan that supports the College’s strategic plan. Contributes and participates on the South Central College President’s Cabinet and in other meetings as requested by the President.

- Works with the Minnesota State system in matters related to facilities planning, programming, design, cost estimation, bidding, construction, and observation of capital projects and maintenance, alteration, and repair projects. Maintains and manages buildings, grounds, infrastructure, assets, and utilities with emphasis on ensuring their productive use and enjoyment by present and future students, faculty, staff, visitors, and the local community.

- Provides leadership for an effective safety/security program for the college. Maintains a safe environment for students, faculty, staff, and visitors, and directs emergency response and management on campus. Provides oversight, training, and other services to reduce workplace accidents and injuries, and ensures compliance with environmental and governmental regulations.

- Serves as the Chief Information Officer and facilitates the use of traditional and electronic information resources as well as technology resources in teaching and learning.
Minimum Qualifications

- Bachelor of Science degree in accounting, finance, business, or higher education administration, or closely related field.
- Five years of progressively responsible experience as a leader in higher education, government, or a business organization of comparable size and complexity.
- Experienced administrator with a strong background and capabilities in financial analysis, planning, and strategic thought.
- Exceptional written, oral, interpersonal, and presentation skills and the ability to collaborate with senior leadership, faculty, and staff.
- Skill in examining, developing, and recommending financial policies and procedures.
- Ability to analyze financial and statistical data, draw conclusions, and present the information in an understandable format. Ability to train faculty and staff by raising awareness and knowledge of financial management matters.
- Ability to manage effectively at all levels of the organization and across multiple campuses. Demonstrated ability to work with individuals from diverse backgrounds.
- High level of integrity and dependability with a strong sense of urgency and results orientation.
- Expertise with automated financial processes to improve quality of data and increase staff productivity.
- Knowledge of Generally Accepted Accounting Principles (GAAP).
- Proficiency in the use of Microsoft Office (Word, Excel, Power Point).
- Demonstrated commitment to diversity and inclusion.

Preferred Qualifications

- Master’s Degree in accounting, finance, or business administration (MBA) or closely related field.
- Certified Public Accountant (CPA) or Certified Management Accountant (CMA).
- 7 or more years of progressively increasing administrative and managerial responsibility, including three years in an executive leadership capacity.
- Experience in a publicly funded higher education institution and knowledge of Minnesota State operations and capital budgeting processes, policies and procedures.
- General knowledge of governmental accounting and internal control methods and related laws, rules, and regulations.
- Experience in the development and management of public/private partnerships.
- Experience overseeing facilities/physical plant operations.
- Experience overseeing Information Technology services.
- Experience working in a collective bargaining setting.
- Knowledge of risk management practices.
- Demonstrated project management skills with identifiable results.
## Key Indicators

<table>
<thead>
<tr>
<th>Category</th>
<th>Details</th>
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<tbody>
<tr>
<td><strong>Plant Replacement Insured Value</strong></td>
<td>$117,433,543</td>
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<tr>
<td><strong>Cost of Operating Physical Plant</strong></td>
<td>Maintenance Operations: Budgeted at $400-450k annually not including debt service Utilities: ~$500k annually</td>
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<tr>
<td><strong>Deferred Maintenance</strong></td>
<td>$16.7M</td>
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<tr>
<td><strong>Operating Budget</strong></td>
<td>Approx. $48M</td>
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<tr>
<td><strong>Federal Grants</strong></td>
<td>SCC over the past 9 years has had five federal grants totaling $24,792,496. These include Department of Labor, National Science Foundation, and U.S. Department of Education (TRIO) and Perkins Funds. In 2018, the Grants Department applied for 33 grants and received 26 totaling $5,489,092, which includes closing out a Federal DOL TAACCCT grant.</td>
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<tr>
<td><strong>Tuition Income</strong></td>
<td>$161.18/SCH base tuition. Tuition differentials and special course fees vary by course and program.</td>
</tr>
<tr>
<td><strong>Fall 2018 Enrollment</strong></td>
<td>FTE: 932.57, Total Headcount: 2,628, % In Developmental Programs: 25.76%</td>
</tr>
<tr>
<td><strong>Non-Credit Enrollment</strong></td>
<td>10,705</td>
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<tr>
<td><strong>Student Diversity Statistics</strong></td>
<td>47% Female, 20% Non-White</td>
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<tr>
<td><strong>First Year Retention Rate</strong></td>
<td>Entering Cohort for FY17 Fall 17 to Fall 18 – retention rate: 64.60%</td>
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<tr>
<td><strong># Of Degrees Awarded Annually</strong></td>
<td>FY18 – 621 students received 656 awards</td>
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<tr>
<td><strong># Of Students Transferring to 4-year Institutions Annually</strong></td>
<td>FY18–284</td>
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<tr>
<td><strong>Number of Full-time Faculty FY18</strong></td>
<td>97</td>
</tr>
<tr>
<td><strong># Tenure Track Faculty</strong></td>
<td>21 tenured track faculty</td>
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<tr>
<td><strong># Tenured</strong></td>
<td>85 tenured faculty</td>
</tr>
<tr>
<td><strong>Number of Part-time Faculty</strong></td>
<td>119</td>
</tr>
<tr>
<td><strong>Faculty Diversity</strong></td>
<td>52.8% Female, 47.2% Male; 97.2% White, 2.8% Non-White</td>
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<tr>
<td>Average Faculty Base Salary</td>
<td>$62,389.02</td>
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<tr>
<td>Student : Teacher Ratio</td>
<td>FY18 1:7 FTE to FYE or 1:30 Student to Faculty</td>
</tr>
<tr>
<td>Library Volumes</td>
<td>31,039 Physical Books and Materials</td>
</tr>
<tr>
<td>Percent of Electronic Volumes</td>
<td>245,255 Electronic titles (198,115 Book holdings; 47,140 Journal holdings)</td>
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<tr>
<td>Unions</td>
<td>Minnesota State College Faculty (MSCF)</td>
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<td></td>
<td>Minnesota Association of Professional Employees (MAPE)</td>
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<td></td>
<td>Middle Management Association (MMA)</td>
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<td></td>
<td>American Federation of State, County, &amp; Municipal Employees (AFSCME)</td>
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<td></td>
<td>Managerial Plan</td>
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<td></td>
<td>Commissioners Plan</td>
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<td></td>
<td>Administrators Plan</td>
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<tr>
<td>What is Outsourced: Bookstore,</td>
<td>None with the exception of independent contractor work as needed. All</td>
</tr>
<tr>
<td>Technology, Security</td>
<td>auxiliaries and security are self-operated</td>
</tr>
<tr>
<td>Board of Trustees: #; Elected/</td>
<td>15 Board Members / Appointed</td>
</tr>
<tr>
<td>Appointed</td>
<td><a href="http://www.minnstate.edu/board/roster">http://www.minnstate.edu/board/roster</a></td>
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<tr>
<td>SCC Foundations</td>
<td>North Mankato Foundation</td>
</tr>
<tr>
<td>Total Assets as of June 30, 2018</td>
<td>Total Assets as of June 30, 2018: $2,957,171</td>
</tr>
<tr>
<td>Use of Foundation Funds as of June</td>
<td>Scholarships: $224,938</td>
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<tr>
<td>30, 2018</td>
<td>Other Educational Services: $217,511 (includes emergency aid to students of $14,377.54)</td>
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<tr>
<td>Scholarships</td>
<td>Faribault Campus Foundation</td>
</tr>
<tr>
<td>Academic Support</td>
<td>Total Assets as of June 30, 2018: $2,648,132</td>
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<tr>
<td>College Support</td>
<td>Scholarships: $119,905</td>
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<tr>
<td>Emergency aid to students</td>
<td>Other Educational Services: $86,349 (includes emergency aid to students of $2,641)</td>
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APPLICATION PROCEDURES

RH Perry & Associates, an executive search firm, is supporting the College in this search. Potential candidates and interested parties may review the executive search profile here. Screening for the position begins on January 14, 2019 and will continue until the position is filled. Submit your application securely through our website by clicking here or at the email address below.

To ensure full consideration, applicants should prepare the following materials:
1. A current resume or CV;
2. A cover letter addressing the position; and
3. The contact information for three professional references.

For Further Information:

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South Central College

South Central College is committed to a policy of nondiscrimination in employment and education opportunity. No person shall be discriminated against in the terms and conditions of employment, personnel practices, or access to and participation in, programs, services and activities with regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, or membership or activity in a local commission as defined by law.

RH Perry

RH Perry and Associates is committed to the highest standards of professionalism in all dealings with candidates, sources, and references. We fully respect the need for confidentiality and assure interested parties that their background and interests will not be discussed without consent of the applicant prior to her or his becoming a candidate.