



<https://www.clcillinois.edu/>



## Vice President of Business Services and Finance/CFO, Position Profile



## *Table of Contents*

COLLEGE OVERVIEW.....	3
CLC Facts.....	4
CLC Strategic Plan.....	4
MISSION, VISION, AND VALUES.....	5
Strategic Pillars.....	6
OPPORTUNITY OVERVIEW.....	7
Position Summary.....	8
Essential Job Functions.....	9
Required Qualifications.....	11
Desired Knowledge, Skills, and Experience.....	12
APPLICATION PROCESS.....	13



## College Overview

### VICE PRESIDENT OF BUSINESS SERVICES AND FINANCE/CFO

#### POSITION PROFILE

College of Lake County is a comprehensive community college committed to equitable high-quality education, cultural enrichment and partnerships to advance the diverse communities it serves in northeastern Illinois. Offered at three campuses in Grayslake, Vernon Hills and Waukegan or online, college classes are affordable and accessible to help each student achieve academic, career and personal goals. More than 70,000 students graduated with degrees and certificates since the college opened in 1969. College of Lake County is the only higher-education institution ranked among the top 15 best places to work in Illinois by Forbes and is a national leader in many areas, including sustainability and conservation.

College of Lake County offers more than 170 degrees and certificates offered in nine Fields of Interest. The college designs its academic offerings at each campus to meet the needs of transfer, career, adult and vocational education and continuing education students. In addition, CLC offers High School Equivalency test preparation, adult literacy, and English as a second language programs as well as a variety of non-credit course options for personal enrichment and professional development at all ages.

After celebrating its 50th anniversary in 2019, College of Lake County embarked on many exciting new developments, including the construction of a \$48 million Lakeshore Campus Expansion, creating an Advanced Technology Center and strategically adding more online classes with smart scheduling for busy students.

With more than 2,000 faculty and staff members, CLC is one of the larger employers in Lake County. Every employee ensures the college operates effectively in providing equitable support and helpful services for students and the Lake County community.

CLC benefits from having AAA bond rating. The college's fiscal year 2021 operating budget is approximately \$114.6 million. About 64 percent of the college's revenue comes from local property taxes and nearly 28 percent comes from student tuition and fees. State finances represent approximately 6 percent of the college's operating budget. The remainder comes from interest earnings and other sources.

The college is accredited by the Higher Learning Commission and is a member of the North Central Association. CLC assures equal access and opportunity for all individuals regardless of race, ethnic origin, creed, gender, age, veteran's status, sexual orientation or non-disqualifying disability.

# College Overview

VICE PRESIDENT OF BUSINESS SERVICES AND FINANCE/CFO  
POSITION PROFILE

## CLC Facts

[College of Lake County Fact Sheet – Summer 2021](#)

## Proud Past, Bold Future: College of Lake County 2019-2024 Strategic Plan

[College of Lake County - Strategic Plan](#)

## CLC Locations

[College of Lake County—Locations](#)



# Mission, Vision and Values

VICE PRESIDENT OF BUSINESS SERVICES AND FINANCE/CFO

POSITION PROFILE

## Mission

The College of Lake County is a comprehensive community college committed to equitable high-quality education, cultural enrichment and partnerships to advance the diverse communities it serves.

## Vision

The College of Lake County is a leader in providing innovative education and workforce solutions.

## Values

Purpose • Integrity • Excellence • Inclusion • Unity • Compassion



## Strategic Pillars

### Strategic Pillar 1: Access & Success for Students

**Definition:** Facilitate learning through a student-ready systemic design framework focused on creating an ideal and equitable student experience. Intentionally design curriculum to provide clear paths for all student entry points and a seamless transition to transfer or career.

### Strategic Pillar 2: Equity & Inclusion

**Definition:** Create success for every student and employee by providing a supportive, barrier-free environment that enables them to achieve academic, career and personal goals.

### Strategic Pillar 3: Teaching & Learning Excellence

**Definition:** Achieve teaching and learning excellence by empowering full-time and adjunct faculty in their central role in the Lancer Success Framework, including the examination of pedagogy through data, engagement in meaningful professional development and the integration of academic supports with classroom learning and student feedback.

### Strategic Pillar 4: Community & Workforce Partnerships

**Definition:** Facilitate the economic vitality of Lake County's diverse communities through collaborative partnerships with workforce and educational partners to ensure a sufficient skilled workforce talent pipeline.

### Strategic Pillar 5: Collaborative Culture

**Definition:** Facilitate student learning through a values-based, student-focused collaborative culture that upholds individual, team and organizational accountability.

### Strategic Pillar 6: Strategic Use of Resources

**Definition:** Ensure a sustainable and fiscally sound College through nimble, prudent use of resources focused on maximizing student success outcomes, achieving revenue growth and ensuring state-of-the-art physical and virtual environments to serve the diverse needs of Lake County.

# Opportunity Overview

VICE PRESIDENT OF BUSINESS SERVICES AND FINANCE/CFO  
POSITION PROFILE

## Opportunity Overview

Equity and Inclusion and Student Access and Success are key pillars in the College of Lake County's strategic plan along with its designation as a Hispanic Serving Institution. This Vice President will play a critical role in its implementation and have a history of developing and supporting student success initiatives and programs through improved processes and college-wide financial decisions. A collaborative and team-focused worker with a strong drive to initiate change, as well as a history of developing leaders with a strong commitment to accountability and job ownership is a requirement for the new Vice President's success.

The successful Vice President will understand the transformative power of technology and have the ability to personally utilize technology. Experience with public funding and management of Capital Projects will be key for this leader as CLC has a \$50 Million bond that will allow the College to enter into a number of projects. This Vice President will work closely with the Board of Trustees and will have the interpersonal skills to establish a strong level of trust and rapport with the publicly elected group. CLC will soon embark on the initial stages of selecting and transitioning to a new ERP system. Previous experience with this process is a definite advantage.

Lastly, College of Lake County seeks a leader with a history of working within an institution that has focused on evidence-based initiatives that have led to improved student success. At CLC, this commitment is demonstrated by the College's recent membership with Achieving the Dream.



# Opportunity Overview

## VICE PRESIDENT OF BUSINESS SERVICES AND FINANCE/CFO

### POSITION PROFILE

### Position Summary

The Vice President of Business Services and Finance and Chief Financial Officer for the College of Lake County (CLC) is the executive responsible for leading the business and operational functions of the College including finance, budgeting, risk-management, internal audit, facilities, procurement, auxiliary services, infrastructure/capital projects and public safety. The Vice President of Business Services and Finance is an equity-minded, visionary leader committed to the strategic use of resources to advance student access and success outcomes for CLC's diverse student body. The Vice President of Business Services and Finance demonstrates collaborative, values-driven leadership and is responsible for creating a dynamic work environment characterized by collegiality and inclusiveness for all students, faculty, and staff. The Vice President of Business Services and Finance is a strategic thought leader for the organization, reporting directly to the President, and serving on the College Leadership Team.

The Vice President of Business Services and Finance ensures sound financial practices to maintain or improve the College's strong fiscal position, strategic use of resources to support short-term needs and long-term planning, compliance with unit-related local, state and federal regulations and laws, efficient and effective daily operation of multiple facilities and an equitable and inclusive work environment. The Vice President of Business Services and Finance drives continuous improvement of business processes and innovative change that eliminates barriers to student success through hiring and ongoing development of leaders and staff committed to the same. Responsibilities also include developing and maintaining strategic and collaborative partnerships with local, regional, and state agencies and aligning the Business Services and Finance unit work with the college's strategic priorities, vision and mission.



# Opportunity Overview

## VICE PRESIDENT OF BUSINESS SERVICES AND FINANCE/CFO

POSITION PROFILE

### Essential Job Functions

Collaborative leadership skills which cultivate internal and external partnerships that achieve excellence in student success outcomes, community engagement, and a highly engaged team-based culture are paramount in this role. The Vice President of Business Services and Finance will:

1. Implement the strategic plan, develop a collaborative student-focused culture, assure fiscal viability of the organization, uphold policy and procedures, proactively lead talent performance and talent development, and build community relations as a collaborative partner on the College Leadership Team and within a shared governance structure.
2. Provide values-driven emotionally-intelligent leadership to the Business Services and Finance unit to build a high-performance team that provides excellence in customer service through innovative, creative and collaborative practices to all units and campuses within the College, as well as the external community.
3. Champion the values of excellence, purpose, integrity, compassion, unity and inclusion as an executive leader of the College. Support student and employee success by demonstrating a commitment to equity, inclusion, and respectful interactions with persons of diverse ethnic, cultural, socio-economic or educational backgrounds.
4. Implement best-practices in recruitment, evaluation, succession planning, recognition, and retention of highly qualified leaders and staff. Retain and nurture top talent in the College by ensuring meaningful professional development and learning with a particular focus on connecting individuals and their work in Business Services and Finance to student success.
5. Model and expect a data-informed approach and systems-based thinking to decision-making from leaders in areas such as processes and procedures, budget analyses and support, emergency management and public safety and project management that is grounded in the College's culture of inquiry and evidence and reflects equity-based practices.
6. Plan, coordinate, direct and evaluate the overall function of the Business Services and Finance unit in accordance with Board of Trustees' policies, the College's values and strategic priorities, shared governance processes and as required by law.
7. Direct the development and implementation of long-range capital and operational financial plans to support the mission and development of the College, establish accounting procedures, coordinate the annual financial and compliance audit, direct and coordinate major infrastructure and capital projects, direct the college investment programs and ensure the coordination of day-to-day business operations.
8. Facilitate the college's budget development process in partnership with the College Leadership Team, oversee the preparation of financial statements and reports to the Board of Trustees. Ensure an open, transparent, collaborative, and inclusive, budget development, reporting, and monitoring process that is aligned with the College's strategic priorities.

# Opportunity Overview

## VICE PRESIDENT OF BUSINESS SERVICES AND FINANCE/CFO

### POSITION PROFILE

9. Direct and coordinate planning, financing, contract awards and construction with the Capital Development Board and the Illinois Community College Board. Oversee all contractual matters and funding agreements for the institution in partnership with the President.
10. Advise the President on fiscal and operational matters and make recommendations for developing and updating institutional policies. Implement Board policies upon approval.
11. Serve as Treasurer to the College Board of Trustees and Treasurer and ex-officio member of the Foundation Board of Directors. Provide fiscal analyses and reports to the Boards on a regular and ad hoc basis. Provide monthly updates and presents regularly to the Board of Trustees and the community in public meetings.
12. Provide leadership in collective bargaining, serving on the negotiations team, and upholding confidentiality in negotiations and collective bargaining matters. Ensure compliance with police/public safety and facilities labor union contracts, be responsive to labor concerns, and nurture positive labor relations.
13. Support College efforts to seek and obtain alternative funding sources including state and federal grants, as well as corporate and foundation sponsorship.
14. Develop partnerships and lead collaborative initiatives with external stakeholders to advance the economic strength of the region. Serve as a key College liaison to area taxing districts and municipalities, and various public agencies.
15. Serve on external boards and committees as necessary to advance the College mission, vision and visibility in the county, state and region.
16. Perform other related duties and responsibilities as may be assigned by the President.

*The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

# Opportunity Overview

## VICE PRESIDENT OF BUSINESS SERVICES AND FINANCE/CFO

### POSITION PROFILE

## Required Qualifications

1. Master's degree from an accredited college or university in business, finance, administration, management, accounting, or related field and a minimum of seven years of successful senior organizational leadership in financial planning and budget development and control with a public college or university in multi-campus environment. Community college leadership and experience in the role of Treasurer supporting a community college Board are highly preferred.

OR

Bachelor's degree from an accredited college or university in business, finance, administration, management, accounting, or related field and a minimum of ten years of successful senior organizational leadership in financial planning and budget development and control with a public college or university in multi-campus environment. Community college leadership and experience in the role of Treasurer supporting a community college Board are highly preferred.

2. Demonstrated expertise in leading collaborative development and monitoring of a complex budget for a mid to large-sized organization which includes but is not limited to budget and auditing practices, internal controls, financial reporting standards and requirements.
3. A proven record of developing and partnering on budget solutions to fund areas of growth and innovation within a culture committed to strategic use of resources and stewardship.
4. Demonstrated successful experience as well as the knowledge and skills required to lead and manage staff in a large business unit responsible for finance and budget, business operations and capital planning and construction.
5. Demonstrated success in developing partnerships with outside entities such as local and state governments, other secondary and post-secondary educational institutions, workforce, and community organizations.
6. An exceptionally skilled communicator with a proven ability to work collaboratively in a shared governance and unionized environment; possessing the skills to crystallize complex financial administrative information into lay terms and effectively articulating the College's financial vision, strengths, goals, and requirements to a wide range of audiences, both internal and external.
7. Proven record of providing an exemplary level of customer service to all internal and external customers, partners, students, employees, vendors and community members. Must maintain professionalism in demeanor, interactions and appearance.

# Opportunity Overview

## VICE PRESIDENT OF BUSINESS SERVICES AND FINANCE/CFO

### POSITION PROFILE

### Required Qualifications (cont.)

8. Demonstrated commitment to student and employee success and the open access mission of community colleges.
9. Experience fostering an inclusive and equitable work environment in a diverse setting.
10. Demonstrated professional experience using evidence-based decision-making, short and long-term planning, project management and working within an accountability structure.

### Desired Knowledge, Skills, and Experience

1. Certified Public Accountant and/or Certified Public Finance Officer from the Governmental Finance Officers Association.
2. Leading capital strategic initiatives (master plan) including new campus structures, significant renovation of existing facilities and technology system infrastructure all designed to improve student access and success and strengthen community and workforce partnerships.
3. Supporting a capital campaign and other funding-raising initiatives in a time of growth and expansion.
4. Ability to inspire others and build a culture of engagement through high energy and skill in communicating a vision of excellence with personal strengths in ethical values and relational leadership.
5. Demonstrated success in enhancing equity, diversity, and inclusion for students, staff, and faculty, including diversity initiatives in hiring of faculty and fostering multicultural competence.
6. Mentoring and supporting staff in their professional development.
7. Issuing bonds and securing other forms of public private or grant funding.
8. Working within a shared governance system and a collective bargaining environment.
9. Experience collaborating with units, divisions, departments outside of own direct area of responsibility specifically Community and Workforce Partnerships, Educational Affairs, Student Development, Information Technology, Strategy Planning and Support and Human Resources.
10. Bi-lingual Spanish.

## APPLICATION PROCESS



**Apply** online at [www.paullygroup.com](http://www.paullygroup.com) and click on "Apply Now" for College of Lake County.

**Attach** (1) a cover letter that addresses the minimum qualifications and preferred characteristics; (2) a current resumé; and (3) reference names and contact information.

Please direct all confidential inquiries and nominations to the College's search consultant,

**Dr. Angela Provart**

**President**

**Pauly Group Inc.**

**3901 Wood Duck Dr. Suite E, Springfield, IL 62711**

**Phone: 217-241-5400 Fax: 217-241-5401**

**Email: [aprovart@paullygroup.com](mailto:aprovart@paullygroup.com)**

The committee will begin review of applications immediately. Applications will be accepted until the position is filled, with materials submitted by **Wednesday, July 7, 2021** receiving priority consideration. All applications are confidential and references will not be contacted without the expressed authorization of the applicant.

*College of Lake County is an Equal Opportunity Employer, dedicated to diversity, that encourages the applications of Women, People of Color, Persons with Disabilities and Veterans.*

