



EXECUTIVE VICE PRESIDENT FOR FINANCE AND ADMINISTRATION

POSITION PROFILE

Texas A&M University-Corpus Christi (TAMU-CC) invites nominations and applications for an experienced, strategic leader to serve as the Executive Vice President for Finance and Administration. The Executive Vice President reports to the President and will be responsible for shaping a forward-thinking, proactive, and responsive culture within the division.

The Division

The Finance and Administration Division provides essential services that support the University's mission of delivering an unparalleled commitment to every student's success and developing a culture of innovation, efficiency, and service excellence. The division accomplishes this by ensuring the financial health of the institution; providing a safe, secure, and innovative learning environment; and operating in a collaborative and open manner with the campus community.

The Executive Vice President develops and monitors the execution of a budget in excess of \$190M. The Finance and Administration Division has approximately 180 full-time staff and 100 part-time staff across a wide array of functional areas including: budget, accounting and business services, contract and property management, procurement and disbursement services, health and environmental safety, risk and emergency management, university police, real estate development and capital project planning, design and construction, facility maintenance, information technology, human resources, payroll services, employee development and compliance, auxiliary and mail services, and Title IX. The leadership team reporting to the Executive Vice President includes the:

- Senior Associate Vice President for Information Technology & CIO
- Associate Vice President for Finance & Controller
- Associate Vice President for Operations
- Chief Compliance Officer
- Chief of University Police
- Director of Administrative Services
- Director of Budget
- Director of Employee Development and Compliance Services
- Director of Environmental Health & Safety
- Director of Human Resources
- Director of University Services
- Senior Executive Assistant to the EVP

The Executive Vice President is expected to be an engaged and collaborative leader with an ability to make timely decisions in the best interest of the institution. The university seeks an individual that is proactive and effective in the communication of decisions that impact campus. Several key opportunities for the next Executive Vice President include:

- **Assessing resource allocation:** The Executive Vice President will play a key role in determining a budgetary process that best fits the university at this stage of its evolution and enables future growth opportunities that align with the university's vision.
- **Helping to shape the future of the campus:** This individual will work with other campus leaders and stakeholders to envision the next iteration of the university's master plan. The university's [most recent master plan](#) was updated in 2013.
- **Building a strong leadership team:** The Executive Vice President will be responsible for building a strong leadership team within the division that is engaged, empowered, effective, and efficient. Given the breadth of responsibilities associated with this position, the leadership team will be essential to the division's success.
- **Ensuring exceptional service:** The Executive Vice President will promote a culture within the division that ensures high quality service to the various stakeholder groups across campus.

Responsibilities of the next Executive Vice President include, but are not limited to:

- Providing strategic leadership for the division and overseeing the broad range of activities that fall within the Finance and Administration Division;
- Creating and operationalizing a division-wide strategic plan to ensure alignment with the university's strategic plan;
- Leading the division to make the highest and best use of university resources in the pursuit of excellence;
- Developing and communicating finance and administration rules, procedures, and guidelines across campus;
- Working collaboratively with leaders across the institution, including:
 - Advising senior administration and the President on all financial stability matters and ensuring the safeguarding of financial resources;
 - Partnering with senior leaders on campus in defining resource allocation, developing priorities and strategies, and implementing campus-wide budget processes; and
 - Providing business and financial advice to the President on a wide range of topics having major short- and long-term impacts on the operations of the university;
- Engaging on key university committees, including:
 - Serving as the Space Committee Chair and overseeing the coordination of space allocations on campus that meet the needs of the university's mission;
 - Serving as an advisor to the Staff Advisory Council; and
 - Serving as a lead member of the university's Incident Command Team;
- Representing the university to off-campus constituencies and partners, including:

- Submitting the institution’s Annual Financial Report (and all other required financial reports) to various state agencies;
- Responding to financial information requests from the Texas Higher Education Coordinating Board, Texas A&M System offices, and the Legislative Budget Board;
- Maintaining open communications with appropriate state officials and officials at other state agencies; and
- Developing and sustaining effective working relations with the Texas A&M System staff, the Board of Regents, and other Texas A&M components;
- Facilitating information exchange within the division and across the university to assure compliance with all relevant system and state policies; and
- Preventing institutional liability in financial operations and acting responsibly with areas of authority.

The University

TAMU-CC is a vibrant, relatively young doctoral granting university and Hispanic-Serving Institution (HSI). With over 12,000 students from 47 states and 54 foreign nations and 1,318 faculty and staff, it combines a heritage of teaching excellence with innovation in research and community engagement. It offers a highly talented faculty and an array of undergraduate and graduate degrees, including doctoral programs, offered in the six academic colleges of Business, Education & Human Development, Liberal Arts, Nursing and Health Sciences, and Science and Engineering, as well as University College.

TAMU-CC possesses the key elements to support its move to the next level among its peers as a major Hispanic-serving research university. The University’s strategic plan, [Momentum 20/20](#), lays out a bold agenda for developing recognized programs in areas important to the region and nation. To achieve this goal, the University has begun to strengthen and grow its infrastructure to support existing and promising new programs. Services and operations dedicated to student recruitment, retention and welfare will be expanded to meet increased student demands and enhance the educational experience for all.

TAMU-CC is a member of the Texas A&M University System – a network of eleven universities, seven state agencies, and a comprehensive health science center. As a member of the Texas A&M University System, the school benefits from a range of centralized resources, increased visibility and political clout, and opportunities to collaborate in mutually beneficial ways with peers across member institutions and associated agencies.

TAMU-CC has a beautiful campus located on a coastal island of 240-acres surrounded by the waters of the Corpus Christi and Oso bays – the only university located on its own island. TAMU-CC was ranked first on Best College Reviews’ list of “50 Best Colleges by the Sea.” Just eight miles from downtown Corpus Christi, the natural setting is enhanced by our modern, attractive, and state-of-the-art classroom buildings and support facilities. With a population of over 300,000, Corpus Christi, Texas is the largest Texas city south of San Antonio, as well as a coastal city, making TAMU-CC highly attractive to prospective students from throughout the region and beyond.

TAMU-CC is on a trajectory to achieve national recognition as evidenced by the quality of its faculty and staff, the success of its students, the connectedness of its alumni and the excellence of its academic and student life portfolios. It is committed to becoming one of the leading centers of higher education in the Gulf of Mexico region while serving the intellectual, cultural, social, environmental and economic needs of South Texas. TAMU-CC is

committed to invigorating and strengthening the region and state through its educational programs, research initiatives and outreach efforts. Its strategic location on the Gulf of Mexico and on the cultural border with Latin America provides a basis for gaining national and international prominence.

Leadership

Kelly M. Quintanilla is in her 25th year at the Island University having assumed the role of President of Texas A&M University-Corpus Christi in August 2017. She previously served as Provost & Vice President for Academic Affairs, Dean of the College of Liberal Arts and Director of the School of Arts, Media & Communication, as well as Chair for the Department of Communication & Theatre and Professor of Communication. Since assuming the role of president, she has assembled a leadership team that is highly collaborative, transparent, pro-active, innovative, and student focused. Dr. Quintanilla and the entire President's Cabinet, as well as faculty and staff, are committed to becoming an emerging research university with unparalleled commitment to every student's success, closing gaps in achievement, and delivering a robust campus experience.

Qualifications

The successful candidate must possess the following skills and qualifications:

- A bachelor's degree in accounting, business administration, finance, or a related field;
- At least 10 years of progressive and relevant administrative leadership experience, including experience at an institution of higher education or university system;
- Experience supervising one or more of the following areas: finance and business services, risk management, administrative services, auxiliary services, facilities operations, information technology, police, human resources, and/or compliance services;
- Demonstrated ability to make firm and responsible decisions;
- An accessible, visible leadership style;
- Demonstrated experience in strategic planning, long-range planning, long-range financial planning, budgeting, and financial reporting;
- Demonstrated ability to accurately analyze complex financial and accounting data and communicate this information to a wide variety of stakeholders;
- Knowledge of governmental regulations related to higher education and experience working within university policies and procedures;
- Demonstrated ability to communicate effectively in writing and verbally;
- Strong interpersonal and conflict resolution skills and the ability to collaborate and build positive relationships within a division, across campus, and with external stakeholders;
- Strong critical thinking and creative problem-solving skills;
- Ability to multi-task across diverse projects;
- High ethical standards;
- Demonstrated ability to be responsive, agile, and efficient;
- Demonstrated ability to serve as an innovative change agent;
- Demonstrated commitment to service excellence and continuous improvement;

- Demonstrated organizational, administrative, and project management skills to include the ability to diagnose critical areas for attention, which translate into action;
- Ability to address immediate and long-term infrastructure issues;
- A collaborative and engaging management style;
- Demonstrated experience in financial, capital, and resource management;
- Demonstrated commitment to diversity; and
- Ability to oversee capital construction projects from financing to design to construction.

It is preferred that the successful candidate also possess:

- A master's degree in business, finance, public administration, higher education administration or a closely related field; and
- Experience managing emergencies and related issues.

Nomination and Application Process

The Search Committee will begin reviewing applications immediately and continue to accept applications and nominations until the position is filled. However, in order to assure the fullest consideration, candidates are encouraged to have complete applications submitted to the search firm assisting the University by December 20, 2018. Requested application materials include a letter of interest; curriculum vitae and/or résumé; and the names, telephone numbers, and e-mail addresses of at least five professional references. All applications, nominations, and inquiries will remain confidential. References will not be contacted until after the first screening of applications and then only after the applicant has given explicit permission. All application materials must be submitted electronically in Microsoft Word or PDF format.

Please direct all applications, nominations, and inquiries for the position to the search firm assisting the University at the contact information below:

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Refer to code "TAMUCC-EVPFA" in subject line

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