



## **Vice President for Finance and Administration Profile**

SUNY Geneseo, one of the nation's leading public liberal arts colleges, seeks a collaborative, innovative and entrepreneurial leader for the position of Vice President for Finance and Administration. Located in the national historic landmark village of Geneseo in New York State's Finger Lakes region, the residential campus overlooks the picturesque Genesee Valley, just 30 miles south of the major metropolitan area of Rochester and 70 miles east of Buffalo. The College, a selective institution that regularly leads the "Best Undergraduate Teaching" list among the top public universities in the north by U.S. News and World Report, is New York State's sole member of the Council of Public Liberal Arts Colleges (COPLAC), a national alliance of liberal arts colleges in the public sector.

The Vice President for Finance and Administration reports directly to President Denise Battles, who has been president since 2015. Active in national affairs, she serves on both the AASCU and COPLAC board of directors, presently serving as COPLAC's President.

Serving as the institution's Chief Financial Officer and member of the Cabinet, the Vice President for Finance and Administration is charged with ensuring the effective and efficient use of college resources by instituting effective controls and procedures. The position oversees the management of budget and planning, human resources, accounting services, internal controls and enterprise risk management, travel services, procurement and property control, mail and printing services, student accounts, campus auxiliary services, environmental health and safety, sustainability, and the maintenance and construction of campus facilities. The Vice President also serves as the Operations Manager for the Research Foundation. This individual oversees the Geneseo Foundation's accounting function and provides support to the Geneseo Foundation on matters relating to financial management, serving as an *ex officio* member of the Board and as staff support to the finance and audit committees. The Vice President will serve through June 2020 as COPLAC's Treasurer, concurrent with President Battles' service as the Council's President. The outgoing vice president has also served as the Government Relations Officer and lobbyist for the College. While not a position requirement, individuals with the knowledge and skills to serve concurrently in these roles are encouraged to apply.

## **The Community**

Geneseo was originally inhabited by the Seneca Nation of Indians, who called this land jo-nis-hi-yuh, meaning beautiful valley. Over time, the people of Geneseo have sustained the charm of their scenic village. Main Street was listed on the National Register of Historic Places in 1971 and almost six years later, the central part of the Village was designated a National Historic District. In 1991 the entire Historic District was designated a National Historic Landmark by the U.S. Secretary of the Interior. Education has also been a high priority for the residents of Geneseo. SUNY Geneseo traces its origins to the Wadsworth Normal and Training School, which was chartered by the state legislature in 1867. When it opened its doors in 1871 with 91 students, its name was changed to Geneseo Normal School, one of nine name changes through the years.

## **The College**

Founded in 1871, Geneseo is a selective public liberal arts college with selected professional and graduate programs. One of the premier public liberal arts colleges in the country, Geneseo is known for its exceptional faculty, its welcoming atmosphere, and its reputation for producing passionate and loyal alumni. Located on 220 acres in the historic Village of Geneseo, a short drive from Rochester and Buffalo, Geneseo offers a uniquely supportive community for learning and discovery. The campus embodies the traditions of northeastern colleges with its brick walkways, shade trees and flourishing ivy.

Geneseo serves approximately 5,500 undergraduate and 90 graduate students. Twenty percent of the undergraduates are multicultural. The College has approximately 365 faculty, 90% of whom hold the doctorate or another terminal degree. Student outcomes include an 86% first-year student retention rate and a 6-year graduation rate of 77%, both of which are substantially above the national average.

Geneseo is characterized by high expectations for its personnel and students. Accordingly, it is one of only 286 four-year colleges—and the only SUNY comprehensive college—to have a chapter of Phi Beta Kappa, the oldest and most prestigious honor society in the United States. The campus boasts a vibrant student life, with over 50% of the students residing on campus; over 200 student clubs and organizations; and the top ranked public intercollegiate athletic program in the NCAA Division III. Geneseo is nationally ranked among the nation's top master's institutions for its number of students studying abroad (Institute of International Education); and recognized as a leader for its many contributions to the public good.

Geneseo offers 50 undergraduate degree programs, graduate programs in accounting and education, and an array of dual degree and international study programs. All undergraduates at Geneseo complete a core curriculum comprising courses in Western humanities, fine arts, social and natural sciences, numeric and symbolic reasoning, U.S. history, non-Western traditions, critical reading and writing, and foreign language. The undergraduate research grants program enables students to engage in a wide variety of

research with Geneseo faculty members and present papers at regional and national meetings.

The College's \$53 million Integrated Science Center includes the only Pelletron Particle Accelerator in Western New York – a key asset for scientific research in the region. Geneseo is also among the nation's top producers of bachelor's degrees in physics, according to the American Institute of Physics.

SUNY Geneseo faculty and staff completed successfully for \$3.5 million in externally sponsored research awards in FY 2017. The College's successful pursuit of research funding has enabled investments in targeted initiatives while ensuring their commitment to the public good.

The Geneseo Foundation's assets are more than \$37 million and provide on-going operational enhancement funds across the College.

Geneseo is dedicated to ensuring all members of the community feel welcomed and valued. The College's Commission on Diversity and Community, launched in 1998, is an example of this longstanding commitment. Among its recent contributions, the commission took a leadership role in refining a campus-wide diversity plan that includes strategies and tactics to recruit and retain a diverse student body, faculty and staff. In 2017, President Battles realigned Geneseo's diversity, equity and inclusion organizational structure to include the position of chief diversity officer, who serves on the President's cabinet.

SUNY Geneseo has earned a number of external validations of its quality:

- Recognized by the *Chronicle of Higher Education* as the top SUNY institution – and number 10 in the nation – for four-year public college graduation rates
- Named a Top Producer of U.S. Student Fulbright awards for 2017-18 by the State Department's Bureau of Educational and Cultural Affairs - the only dedicated SUNY institution recognized for this recognition in any category - bachelors, master's, research, or special-focus 4-year
- Ranked #120 among public and private colleges in *Kiplinger's Personal Finance Top 300 Best College Values* for 2018. Geneseo was also listed 26th among the 100 best public colleges for out-of-state students and 53rd among public colleges for in-state students
- Topped the Best Undergraduate Teaching rankings among regional universities in the north (*US News and World Report*) for seven of the last eight years
- Ranked 14<sup>th</sup> for student opportunities to conduct self-directed research or creative work (*US News and World Report*)
- Ranked #1 for contributions to the public good by *Washington Monthly*
- Among primarily undergraduate institutions, the College ranks in the top 10 nationally in the number of alumni with doctorates in STEM fields

- The School of Business earned extension of its business accreditation from AACSB, which has been earned by less than 5 percent of the world's business schools
- Among the Peace Corps' top volunteer producing colleges in the country (ranked 10th among medium-sized schools)
- Featured in *Princeton Review's* "College's that Pay You Back" listing, and in its publication, "The Best 381 Colleges"
- Honored as a "Model of Excellence" by *University Business* magazine, recognizing the quality of its innovative Geneseo Opportunities for Leadership Development (GOLD) program for students

## **Strategic Plan**

Shortly after her arrival as Geneseo's 13th president, President Denise Battles invited the campus to collaborate on a new strategic plan, "Geneseo 2021: Seeing Beyond the Horizon." The plan refreshed the mission statement, values and vision and identified four thematic focus areas, which will guide the campus' activities through its sesquicentennial year.

### *Mission Statement*

Dedicated to learning, SUNY Geneseo is a residential public liberal arts college with selected professional and graduate programs. We combine a rigorous curriculum, transformational learning experiences, and a rich co-curricular life to create a dynamic and inclusive scholarly environment. The entire College community works together to advance knowledge and inspire students to be socially responsible and globally aware citizens who are prepared for an enriched life and success in the world.

### *Vision*

Geneseo will be recognized widely for demonstrating the enduring power of a public liberal arts education.

### *Values*

The Geneseo campus community is guided by our beliefs in and commitments to the following values:

- Learning: embracing high expectations for intellectual inquiry, scholarly achievement, and personal growth;
- Creativity: affirming a spirit of innovation that inspires intellectual curiosity and problem solving;
- Inclusivity: fostering a diverse campus community marked by mutual respect for the unique talents and contributions of each individual;
- Civic responsibility: promoting ethical local and global citizenship; and
- Sustainability: advancing just principles of ecological, social, and economic stewardship.

### *Focus Area 1: Learning*

- Objective 1: Pursue curricular innovation.
- Objective 2: Improve support to faculty and staff to explore innovative approaches to teaching, learning, and research.
- Objective 3: Build a more effective and integrated learning and information infrastructure.
- Objective 4: Strengthen faculty oversight/governance of curriculum.

### *Focus Area 2: Access and Success*

- Objective 1: Increase recruitment of qualified applicants that represent a diverse student population.
- Objective 2: Increase the yield of qualified applicants that represent a diverse population.
- Objective 3: Pursue innovative and proactive retention & student success strategies.
- Objective 4: Provide a welcoming and inclusive environment.

### *Focus Area 3: Advancing the Public Good*

- Objective 1: Strengthen our engagement with local and regional communities including alumni.
- Objective 2: Enhance our capacity as a public cultural resource.
- Objective 3: Connect scholarly resources of the College to appropriate projects in the surrounding community and other partner communities.

### *Focus Area 4: Resilience and Sustainability*

- Objective 1: Enhance the profile and public awareness of the institution through media and communication tools.
- Objective 2: Enhance and promote sustainable practices in all divisions and programs.
- Objective 3: Maintain and redesign facilities, as possible, to create effective learning environments.
- Objective 4: Develop blended and diversified funding strategies.

## **Division of Finance and Administration**

The Vice President provides stewardship for the College's total campus operating budget of approximately \$163 million, which is made up of state support, tuition and fees, appropriated fund balances and interest. This individual also works with the Geneseo Foundation which receives on average \$2.5 million in annual giving. Sustainability is also a core value of the College. The Vice President's team is vitally engaged in such efforts as fostering the development of the College's Energy Garden, a one-acre off-grid teaching, research, and outreach facility; creating "no-mow" natural areas on campus; and supporting LEED building designs. Improved electrical and telecommunications infrastructure, and updated electrical equipment, heating, water and sewer upgrades are all in process thanks to a major campus construction

project that began in 2017. The \$12 million project is expected to be completed in 2018.

### **The Leadership Agenda**

The strategic plan, launched in the 2016-17, builds upon a foundation that has distinguished a Geneseo education for almost 150 years. The Vice President for Finance and Administration will play an important role in the plan's four thematic focus areas: learning; access and success; advancing the public good; and resilience and sustainability. The VPFA will join a vibrant and energetic cabinet, with the president and most colleagues having joined Geneseo since 2015.

With a total campus budget of over \$163 million, Geneseo is recognized by SUNY as a strong and stable institution with regard to its finances. Geneseo also enjoys healthy financial reserves. The College Advancement Division reported annual giving of almost \$4.3 million in the last academic year, with 36% being restricted, 50% in endowment and 14% unrestricted. Approximately 500 scholarships are awarded annually using Foundation resources. The Excelsior Scholarship, launched recently by Governor Cuomo, offers tuition-free college to those meeting the eligibility requirements. Currently, about 570 Geneseo students qualify for this program, and the number will increase as the family income level qualifier rises over the next few years. The full impact of this new program will be determined as implementation continues.

The VPFA will work closely with the President and her Cabinet to formulate and implement strategic initiatives to advance the College. A major challenge will be preserving the mission of a COPLAC institution in an environment of limited state resources; heightened competition from private liberal arts institutions, particularly given state demographic trends; and increased need to distinguish Geneseo from other higher education institutions. For example, one of Geneseo's great strengths is the substantial number of full-time faculty compared to its peers. Faculty and students value the low student/faculty ratio, the intellectual environment, and the strong relationships that ensue. The ability of the VPFA to communicate clearly with faculty and other internal constituency groups, as well as to be an effective advocate externally, will be essential. As well, the new VPFA will have the capacity to work effectively within a multi-campus system.

There are 8,000 residents in the village (3,000 non-students) and over 11,000 reside in the town of Geneseo. The College is the second biggest employer in the region. The College's relationship with the historic Big Tree Inn, an area resource for dining, lodging, and special events operated by its Campus Auxiliary Services, and as well as its Healthy Campus and Community Coalition, are among the many examples of town/gown partnerships. The VPFA will be expected to continue the excellent town/gown relationship, described as a "model relationship" by both current and former town officials.

Service is an operating tenet in the Division of Finance and Administration and is regularly evaluated and recognized. The Division prides itself on the consistent delivery

of quality services and establishment of relevant programs including a more recent initiative, the creation of an Office of Sustainability, whose presence is being felt throughout campus. Examples include attainment of LEED certification for three recent construction projects, the establishment of an Energy Garden, residence hall recycling programs, renewable energy initiatives, among others. Recent capital projects include a \$12 million upgrade of the campus infrastructure systems including electrical, heating, and water and sewer, to be completed in 2018; and a \$114 million construction program over the last six years that included the renovation of two academic buildings, a residence hall, two dining halls, and construction of a new college stadium. Funds earmarked by the state for future construction projects total close to \$67 million and include the renovation of two academic buildings, and reconstruction of mechanical rooms, roofs, and windows at various locations, among other smaller projects.

Collegiality is valued at Geneseo and is evident in the shared governance and collective bargaining processes and traditions. The VPFA will have an important role in maintaining this environment through the office of Human Resources and by providing budgetary transparency. In addition, the successful candidate will be expected to be visible around campus and in the community. The capacity to develop external relationships with government and private entity officials will be important as the institution continues to seek resources to enhance its capital improvement plans as well as support for its operating budget.

The prior Vice President also served as the Government Relations Officer and lobbyist for the College. While not a position requirement, individuals with the knowledge and skills to serve concurrently as in these roles are encouraged to apply.

SUNY Geneseo seeks an outstanding, collaborative leader with a keen appreciation of the College's distinctive mission and a desire to create and maintain a productive teaching and learning environment for the campus' students, personnel, and visitors. The successful candidate will have broad experience with administrative and financial policy matters, a dedication to ethical principles of financial management, a strong record of achievement in a relevant mid-to-upper level administrative role, either experience in higher education or an advanced degree beyond a bachelor's, and possess at least five (5) years of significant experience in progressively responsible positions in administrative and/or financial management. Other required qualifications include superior written and oral communication skills; commitment to diversity and inclusion as well as to shared governance and transparency; and acumen in strategic planning that is linked to budgeting and assessment.

In addition, the following characteristics are strongly desired:

- A record of commitment to sustainability
- Commitment to the division's service-oriented focus
- Experience with developing mission-aligned innovative business solutions and operating strategies that enhance revenues
- Understanding of, or experience with, a collective bargaining environment

## **Application Procedures**

The start date for this position is on or about July 1, 2019. The search will remain open until filled, but only applications received by January 4 can be assured full consideration. Confidential conversations with Jessica Kozloff, Senior Consultant with Academic Search, may be held prior to application and during the search process, and also by those wishing to nominate candidates. Dr. Kozloff can be reached at [jsk@academic-search.com](mailto:jsk@academic-search.com). Applicants should submit a cover letter, current c.v. or vitae and a list of 5 references to [GENESEOVPF@academic-search.com](mailto:GENESEOVPF@academic-search.com). References will not be contacted prior to approval by the applicant. Confidentiality of the search will be assured until the finalists visit campus.

Pursuant to University policy, SUNY Geneseo is committed to fostering a diverse community of outstanding faculty, staff, and students, as well as ensuring equal educational opportunity, employment, and access to services, programs, and activities, without regard to an individual's race, color, national origin, religion, creed, age, disability, sex, gender identity, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, or criminal conviction. Employees, students, applicants or other members of the System Administration community (including but not limited to vendors, visitors, and guests) may not be subjected to harassment that is prohibited by law, or treated adversely or retaliated against based upon a protected characteristic. For our full non-discrimination statement, see: <http://www.geneseo.edu/affirmativeaction>.

All applicants are subject to drug and criminal background checks. See our full Background Investigation Statement at <http://www.geneseo.edu/hr/employment>.

Applicants interested in positions may access the Annual Security Report (ASR) for the College at <https://www.geneseo.edu/police>. The ASR contains information on campus security policies and certain campus crime statistics. Crime statistics are reported in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Applicants may request a hard copy of the ASR by contacting the SUNY Geneseo University Police Department at 585-245-5651.

Pursuant to Executive Order 161, no State entity, as defined by the Executive Order, is permitted to ask, or mandate, in any form, that an applicant for employment provide his or her current compensation, or any prior compensation history, until such time as the applicant is extended a conditional offer of employment with compensation. If such information has been requested from you before such time, please contact the Governor's Office of Employee Relations at (518) 474-6988 or via email at [info@goer.ny.gov](mailto:info@goer.ny.gov).