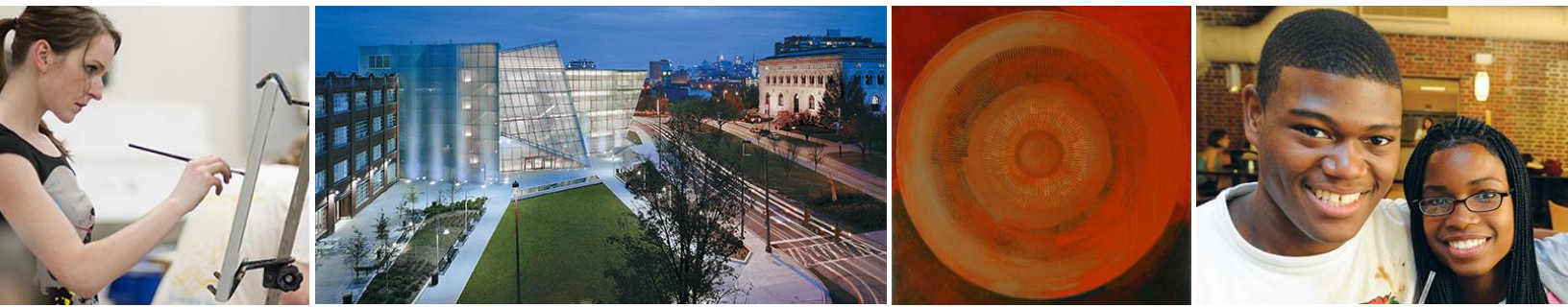


Maryland Institute College of Art (MICA)
Baltimore, MD

Position Profile

Associate Vice President of Campus Planning & Facilities
January 2016

Prepared by:
Summit Search Solutions, Inc.



www.mica.edu

THE INSTITUTION

Founded in 1826 – **Maryland Institute College of Art (MICA)** is the oldest continuously degree-granting college of art in the nation. MICA has become the leader in the education of artists and designers by fostering a community of talented, creative individuals committed to redefining the boundaries of art and design and to expanding their own vision and perspective through rigorous study.

The College enrolls nearly 1,863 undergraduate, and 306 graduate and continuing studies students from 48 states and 54 countries in fine arts, design, electronic media, art education, liberal arts, and professional studies degree and non-credit programs. Redefining art and design education, MICA is pioneering interdisciplinary approaches to innovation, research, and community and social engagement. Alumni and programming reach around the globe, even as MICA remains a cultural cornerstone in the Baltimore/Washington region, hosting more than a hundred exhibitions and events annually by students, faculty and other established artists.

- Ranked in the top 10 of MFA programs in the visual arts, #3 in Graphic Design, and #5 in Painting/Drawing by *U.S. News & World Report*.
- In each of the past seven years, MICA has been listed as a top producer of Fulbright Scholars among specialty schools by *The Chronicle of Higher Education*, and was ranked No. 1 in 2008-09, in 2012-13 and in 2013-14.
- Listed among the 25 best U.S. design schools by *ID* magazine and selected as top 20 U.S. design school by *GDUSA* magazine.
- The Princeton Review named MICA a "Best Northeastern College" each of the last eight years.

In July 2014, Samuel Hoi became the next president in the College's 188 year history. He assumed leadership at MICA following a period of unprecedented growth in the College's reputation, programs, enrollment, financial strength, and the endowment. To read more, click the following link: http://www.mica.edu/About_MICA/Samuel_Hoi_President.html

Location: Baltimore, MD

THE OPPORTUNITY

The **Associate Vice President (AVP) for Campus Planning and Facilities** will report to the Vice President for Operations & Finance and Chief Operating Officer. He/she will be responsible for directing the budget, staffing and management of the College's campus operations, facilities maintenance, physical plant, utilities, space management, campus planning, capital planning, design and construction, real estate, building and campus services, environmental health and safety, and sustainability. The AVP will work with stakeholders on issues involving operations, financial stability and their support of the strategic vision for the College. The AVP will work collaboratively with faculty and staff to build strong partnerships, and to understand and support the needs of customers for sustainable, responsive and effective programs in operations.

This position supports the College's mission, vision, and strategic plan, and is responsible for providing a safe, well-maintained, sustainable campus.

Major role functions:

- Campus Planning
- Space Management and Real Estate
- Campus Design and Construction
- Facilities Maintenance
- Building Services
- Environmental Health and Safety

Position responsibilities:

- Provide analytical support for critical questions involving potential growth of campus (i.e., the impact of growth on necessary facilities).
- Advise key stakeholders on design and long-term functionality of facilities, the preservation and expansion of campus open spaces, historic preservation, sustainable development, accessibility, project budget projections, development proposal feasibility, and policies and represent the Vice President in matters related to the College's portfolio with neighborhood groups, as well as city, county and state and federal agencies.
- Conduct and coordinate planning activities related to the physical development of College properties including administering and maintaining the campus plan; oversee compliance with local, state, federal and College policies relating to land use, Americans with Disabilities Act (ADA), historic preservation, sustainability, etc.
- Maintain a space inventory; advise the College's administration with respect to physical development matters, space assignment, and allocation; and analyze and research space issues and assignments related to classroom utilization, Facilities and Administrative cost recovery rates, institutional comparisons, etc.
- Develop and manage the long-term capital projects plan.
- Support and advise administrators on matters related to off-campus real estate both owned and leased; evaluate needs for off-campus space when on-campus space is not available and make recommendations for solutions; and evaluate buildings and properties offered for sale to the College.
- Manage the planning and coordination of major new construction or renovation to campus buildings, facilities, landscapes and other campus expansions and improvements, including the renovation and remodeling of existing structures designated historic buildings; oversee campus construction standards; approve post occupancy evaluations of facility performance. Oversee facility condition index reports, and plans; collaborate on deferred maintenance programming and other construction related issues.
- Oversee long-range facilities planning work such as major extension and rehabilitation of campus properties and related systems.
- Serve on college committees and teams including the Space Advisory Group, Incident Management Team, and the Environmental Issues Committee and provide coordination for the Campus Planning Committee.
- Provide leadership to facilities services and the physical plant (facilities maintenance for campus grounds, maintenance and custodial services in all owned and leased campus buildings, properties and residence halls).

MICA - Associate Vice President of Campus Planning & Facilities

- Provide leadership to all building utilities operations (heating and power plant), customer service and campus relations, as well as the area's financial and administrative services and human resources.
- Develop and direct the campus sustainability efforts including energy conservation and management, campus recycling and the zero-waste program, investing in sustainable chemicals and alternative fuel vehicles.
- Collaborate in the development of emergency mitigation and action plans and actively participate in the Critical Incident Management Team and Emergency Response program.
- Provide leadership to the Building Services department, including bio-and electrical waste management.
- Provide leadership to the Environmental Health and Safety department team.
- Direct and work with the staff to minimize its energy use, reduce negative environmental impacts, and promote environmental stewardship. Create opportunities to put these actions to further the Colleges educational, research and service missions. Lead and maintain the regular purchase of commodities for the College through annual/bi-annual bid-processes.
- Provide overall supervision for the College's facilities and capital construction purchasing programs.

Direct reports include: Assistant Vice President for Facilities Management, Space Planning and Construction Services Manager, Director of Environmental Health and Safety, and Director for Building Services

QUALIFICATIONS

- Bachelor's degree or equivalent is required. Master's degree in a related field preferred.
- A thorough knowledge of facilities planning, design and construction; facilities maintenance and building renewal management; sustainable building design and operations; utilities operation and management; human resources management, organizational development and training; and financial management.
- A record of progressively responsible management experience involving planning, operations and maintenance in a campus setting (higher education preferred).
- Demonstrate proven leadership skills with success in complex organizations.
- Experience managing multi-disciplinary teams and staff strongly preferred.
- Experience with implementing broad Economic Inclusion Goals and practices preferred.
- Experience with RFP/RFQ/RFI, Architectural Design Process, Bid Process, M/B/E W/B/E and local purchasing preferred.
- Have the ability to establish metrics for department and employee goals that measure effectiveness of contributions to efficiency and service is required.
- Provide expert project management skills, such as those utilized in managing capital projects.
- Be knowledgeable about relevant laws (e.g., ADA) and possess a broad knowledge of principles of sustainability that may be applicable to campus operations.
- Demonstrate experience providing successful leadership in facilities management, budget management, staff supervision and the design and construction of renovation projects.

- Possess excellent interpersonal, verbal and written communication skills to interact effectively with a diverse range of people, build trust and consensus with college constituents including faculty, staff and students.
- Possess well-developed analytical, organizational, supervisory, reasoning, communication, problem solving, and conflict resolution skills.
- Experience with workforce development, local hiring and training initiatives and understanding/appreciation for the growing importance and engagement of an Anchor Institution within an urban environment.
- Thorough knowledge and experience developing, executing and maintaining contracts with service providers.

PROCEDURE FOR CANDIDACY

Confidential review of applications will begin immediately and continue until the position is filled.

Click the following link to apply and submit your CV/resume:

[Apply Now](#)

Or copy and paste the following link into your browser:

<https://summitsearchsolutions.catsone.com/careers/index.php?m=portal&a=apply&jobOrderID=6709629&portalID=5652>

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The Maryland Institute College of Art (MICA) is proud to be an equal opportunity employer. It is the policy of the College to apply recruiting, hiring, promotion, compensation, and professional development and disciplinary practices without regard to race, religion, color, age, gender identity or expression, national origin, citizenship, marital or parental status, sexual orientation, disability, or any other legally protected status. Further, MICA provides reasonable accommodation to persons with mental or physical disabilities. This policy applies to all programs, facilities, and activities provided by Maryland Institute College of Art, including but not limited to admission, educational programs, and employment.



[Summit Search Solutions, Inc.](#) is a boutique executive search firm dedicated to serving education, healthcare and not-for-profit communities nationwide. Based in Asheville, NC, Summit has a team of experienced recruiting consultants in strategic locations across the country including New York, North Carolina, Colorado and California.



BALTIMORE, MARYLAND

Nicknamed the “charm city”, Baltimore offers a unique blend of historic charm, ethnic heritage and urban vitality, serving a community of people of all backgrounds and interests.

Located at the heart of the United States' east coast art corridor, Baltimore offers tremendous art resources—including the Baltimore Museum of Art, Walters Art Museum, and a thriving art scene with both underground and nationally renowned galleries featuring the work of contemporary artists. It offers easy access to the collections of the finest museums and galleries in the country. MICA offers regular, inexpensive bus trips to Washington, D.C., New York City, and Philadelphia.

Baltimore has the charm, sophistication, and amenities of a major city, but the neighborly feel of a town. There are all-night diners, avant-garde theatres, independent film festivals, ethnic restaurants, family-friendly open-air concerts and movies, gritty clubs, quirky coffeehouses, and John Waters. In 30 minutes, you can drive from the urban bustle of Baltimore’s Greek-town or Little Italy to Maryland’s vineyard and horse country.

Baltimore offers something for just about every taste and interest. You can buy groceries fresh from one of many city markets—including Lexington Market, the oldest continuously operating city market in the country—or directly from a street vendor’s pony-drawn cart. A brisk walk through Baltimore’s business district will take you from the one-of-a-kind, family-run Italian grocery Trinacria to a recently opened Whole Foods Market.

Baltimore is also probably the last urban place in America where high-ceilinged, well-lit studio space is still available and affordable for artists. The city's neighborhoods each have their own distinctive culture, architecture and charm.

Baltimore Facts:

- Baltimore is in north-central Maryland on the Patapsco River to where it empties into the Chesapeake Bay.
- Boasts 347 city-owned parks.
- The site was settled in the early 17th century and founded as a town in 1729. The town was named after Lord Baltimore, the founder of Maryland, and was incorporated as a city in 1797.
- The city is independent and does not fall within any county.
- The city is home to the Johns Hopkins Hospital.

For additional information on Baltimore, please visit:

The Official Website of the City of Baltimore, MD - <http://www.baltimorecity.gov/>
Baltimore Business Journal - <http://www.bizjournals.com/baltimore/>
Baltimore Collegetown – <http://www.baltimorecollegetown.org>