

New College

THE HONORS COLLEGE of Florida



Position Profile

Vice President for Finance and Administration

August 2019

In partnership with Summit Search Solutions, Inc.



About New College Of Florida

New College relies on a simple formula: Putting academically talented students together with highly qualified faculty members and letting them pursue subjects of mutual interest.

[New College of Florida](#) has educated intellectually curious students for lives of great achievement since its founding in 1960. As the State of Florida's designated honors college, New College provides an exceptional undergraduate education by offering nearly 40 areas of concentration for undergraduates and a master's degree program in Data Science. Thus, New College has earned many accolades and distinctions, among them being a place in Loren Pope's book, *Colleges That Change Lives*, and consistently high national rankings by the leading arbiters of higher education. To see information on statistics of institutional enrollment, student characteristics, and fiscal resources, please see the [New College Fact Book](#).

Located in sunny Sarasota on a beautiful 110-acre campus facing the Sarasota Bay, New College provides an ideal learning environment for motivated students who thrive on active learning and are drawn to an intellectually rigorous curriculum.

Year after year, New College faculty and students garner top prizes and awards. Its alumni earn distinctions in the workplace, contribute to scientific advancement and make contributions to public service and global change. The student-centered academic mission consistently attracts high rankings from the most prestigious organizations.

The College is recognized by the Hispanic Association of Colleges & Universities (HACU) as an [Associate Member Institution](#) because at least 10% of the current students identify as Hispanic. The College is also a part of a local alliance of colleges and universities which represents a diverse and international community. New College was rated as one of [The Princeton Review's "Best Value Colleges"](#) in 2019. The publication ranks the nation's top 200 schools that offer outstanding academics, great career preparation, and low cost. *The Princeton Review* also named New College to its list of ["50 Colleges That Create Futures."](#) The 50 schools were selected from more than 3,000 nationwide, and New College was one of two Florida schools to be selected.

- *Learn.org* has named New College No. 40 in its [2019 rankings for the top 50 public universities in the country](#). *Learn.org* observes that New College is "known for its 'choosiness' — the average GPA of its incoming students is 4.03! The school boasts a list-best faculty-to-student ratio of 10:1, which gives students the one-on-one attention they need to truly explore the curriculum."

Click here to read [The Strategic Plan for New College of Florida \(2018-2028\)](#).

New College of Florida is a member of the Southern Association of Colleges and Schools Commission on Colleges, the regional body for the [accreditation](#) of degree-granting higher education institutions in the Southern states. New College is a proud member of the council of Public Liberal Arts College (COPLAC) and the Consortium for Innovative Environments in Learning (CIEL).

College Leadership



President Donal O'Shea

Donal O'Shea has been president of New College of Florida since 2012, where he has increased academic excellence and enhanced diversity and student life. He expects to increase the enrollment of New College by 50 percent, with commitments from the state to fund proportionate increases in faculty, staff, and facilities.

A firm believer in collaboration, O'Shea has helped develop a consortium of local colleges and universities to expand opportunities for all students. Prior to joining New College, O'Shea was the dean of faculty and vice president of academic affairs at Mount Holyoke College, the world's oldest women's college, for 14 years.

O'Shea earned an A.B. from Harvard University and an M.S. and Ph.D. from Queen's University, in mathematics. An internationally known mathematician, he continues to work with collaborators around the world. He has won numerous awards for his work, most in recently in January 2016, when a groundbreaking book he wrote in collaboration two colleagues was awarded the coveted Steele prize by the American Mathematical Society.

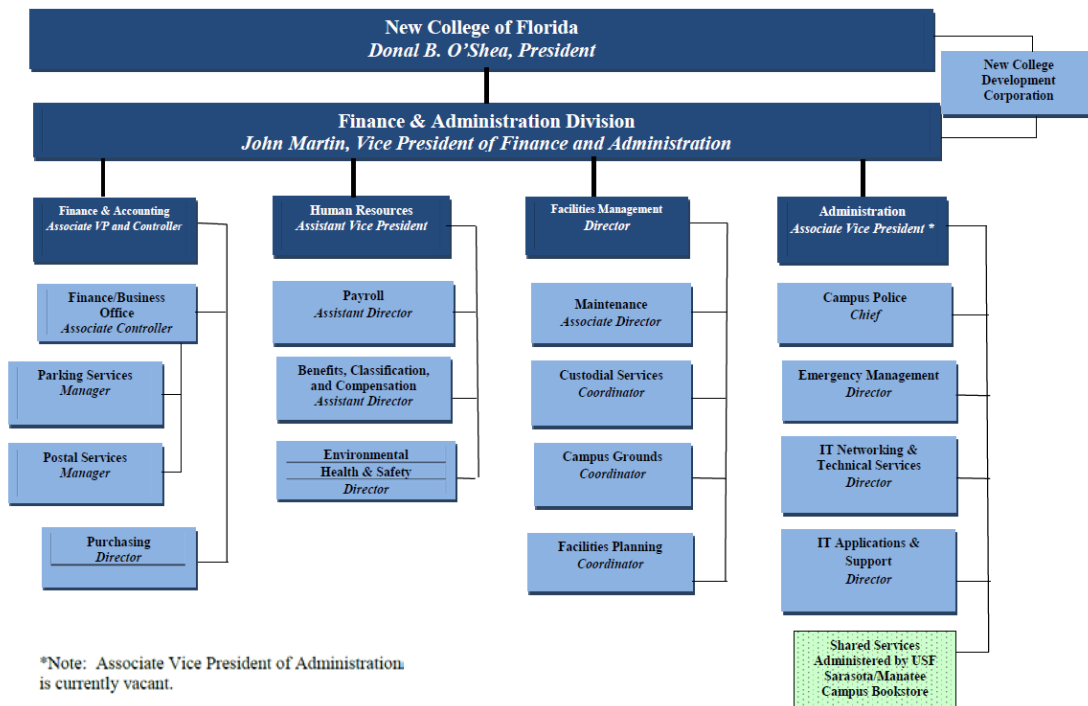
The Office of Finance and Administration

The Office of the Vice President for Finance and Administration is committed to enhancing the academic effectiveness of New College of Florida by ensuring the financial and administrative well-being of the College.

There are six distinct units that comprise this Office including Financial Services, Human Resources, Facilities Management, Campus Police, Information Technology, and Emergency Management. This broad range of responsibilities ensures that the Office is connected to many stakeholder groups in and outside of the campus community.

Because New College is a part of the public college system, the Office must also be responsive to the College's Board of Trustees, the SUS Board of Governor's staff and, periodically, with legislators, legislative staff, local, state, and federal officials, and regulatory agencies.

Each of the units within Finance and Administration is dedicated to delivering quality support services to meet the needs of the College's students, faculty, staff, and visitors.



Budget

The College's FY 2019-20 operating budget totals approximately \$52.7 million of which approximately \$8.4 million supports Finance and Administration operations. Of particular note, the Florida Legislature has increased state general revenue appropriations to the College from \$19.5 million in FY 2016-17 to \$36.8 million in FY 2019-20 to aid in funding the College's enrollment growth initiative outlined in the College's Strategic Plan.

The Florida State University System utilizes a Performance Based Funding Model. For specific information on this model click here: <https://www.flbog.edu/finance/performance-based-funding/>.

Facilities

New College of Florida's building infrastructure is clustered on 110 acres in Sarasota. The campus includes 59 buildings and structures, comprising 427,986 gross square feet of "Educational & General" use space. An additional 230,769 square feet of "auxiliary" use space includes nine residence halls, the Hamilton Student Center, the Fitness Center, the Boathouse, and the Barn, which houses a student-run café.

There are three campuses, all of which are within walking distance of one another. The Bayfront Campus is located on the west side of US 41; the Pei Campus is connected by an overhead pedestrian walkway to the Bayfront Campus; and the Caples Campus is connected to the Bayfront Campus by a sidewalk. There are 45 full-time employees that provide 24/7 facility coverage. Included below is a brief overview of some of the campus buildings.

Academic Center

This 35,000 square-foot, Gold LEED-certified facility contains 11 classrooms, the social sciences lab, and faculty offices. The building's sustainability features include high-efficiency windows, special sensors to measure air quality and temperature, and sun-reflecting roofing materials.

Heiser Natural Sciences Complex

The 56,000 square-foot Complex includes teaching and research labs for chemistry, biochemistry, biology, bioinformatics, computational science, mathematics, and physics. A state-of-the-art Optical Spectroscopy and Nano-Materials laboratory and a research greenhouse are part of the complex.

Pritzker Marine Biology Research Center

The Center includes seven research labs and over 100 aquaria anchored by a 15,000-gallon research and display tank. Through a natural filtration system designed by students, the Center draws and recycles water from Sarasota Bay.

Public Archaeology Lab

Located on the Bayfront campus, the New College Public Archaeology Lab features more than 1,600 square feet of workspace for processing and interpreting artifacts, an office for archaeological site reports and geographic information systems and storage space for excavation finds.

Sainer Fine Arts Complex

Built around a central courtyard, this quadrangle of buildings is the hub of music, sculpture, and the fine arts on campus. It includes a 257-seat auditorium used for music, theatre and dance performances by students and visiting artists, college lectures and speakers, a printmaking studio/arts lab, and woodworking and welding shops.

Black Box Theatre

Built in 2010, this theatre is located in the Hamilton Center. The performance space seat approximately 50 people and include movable stage platforms making it very adaptable.

The Jane Bancroft Cook Library

This 74,000 square foot facility houses the Academic Resource Center (ARC) where students and faculty from both New College and the USF Sarasota-Manatee can collaborate. The ARC houses New College's Quantitative Resource Center, Writing Resource Center, Language Resource Center, Education Technology Services, and an open-use computer lab.

The Opportunity

Vice President for Finance and Administration

Reporting to the President of the College, the Vice President for Finance and Administration (VPFA) provides executive leadership in support of the College's business and financial operations. He/she serves as Executive Director of the New College of Florida Development Corporation, a not-for-profit corporation providing capital construction financing support for the College.

The VPFA provides leadership to the directors of the various administrative functions comprising finance and administration operations and is responsible for their development and the services provided to the College by them and their operating units. The total staff numbers in this unit are approximately 100.

The VPFA will have extensive, daily contact with the campus community and general public; frequent contact with members of the College's Board of Trustees (UBOT) and the State University System Board of Governor's (BOG) staff; and periodic contact with legislators and legislative staff, as well as Local, State and Federal officials and regulatory agencies.

The VPFA is expected to perform with a high degree of independence and is identified as a "Critical" during all emergencies which may occasionally require working long hours before, during, and after emergency situations occur. He/she will meet with the College President periodically to discuss matters related to the position's duties and responsibilities.

Essential Duties and Responsibilities:

Specific areas of responsibility include accounting, budgeting, purchasing, human resources, facilities management and planning, campus police, environmental health and safety, risk management, emergency management, information technology, postal, parking, campus space scheduling and outsourced services (bookstore, food service, vending).

The VPFA will directly oversee six units including Financial Services, Human Resources, Physical Plant, Campus Police, Information Technology, and Emergency Management and will have four direct reports.

The VPFA maintains and controls College-wide budget matters and offers any analyses requested by the Board of Trustees or the President; provides fiscal reports and other reports as requested by the administration, the Board of Trustees, state agencies, or federal agencies; and serves as staff support for the Board of Trustees' Finance and Administration Committee. He/she serves as Executive Director of the New College Development Corporation, serves as the point person for the lobbying firm and oversees the campus master plan.

The VPFA seeks out and develops new sources of funds; determines possible alternative funding methods for accomplishing goals of the College; and develops and maintains accounting and fiscal policies adopted by the Board of Trustees. In addition, the VPFA develops and implements regulations governing the College's financial and business operations; interprets federal, state, BOG and UBOT laws, rules and regulations requiring College compliance; oversees the implementation of College financial and business strategic goals and action plans; and participates in the College's overall strategic planning process.



Qualifications, Knowledge, Skills, and Abilities:

Minimum:

- A Bachelor's degree in an appropriate area of specialization and nine years of appropriate experience in higher education administration **OR**;
- A Master's degree in an appropriate area of specialization and seven years of appropriate experience in higher education administration would distinguish the candidate.

Preferred:

- **Information Analysis** - Synthesizes complex or diverse information; collects and researches data; uses intuition and experience to complement data; designs workflows and procedures.
- **Management in a Transparent Environment** - Possesses excellent communication skills and can articulate complex financial information in ways that make it understandable for a wide range of audiences. Helps the College make informed and thoughtful financial decisions and educates community members on the thought process behind these decisions. Sustains the high degree of trust and transparency the community has come to expect through open, respectful dialogue.
- **Staff Management** - Brings a wide breadth of experience successfully managing a team responsible for finance and other administrative functions.
- **Problem Solving** - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem-solving situations; uses reason even when dealing with emotional topics.
- **Interpersonal Skills** - Focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others' ideas and tries new things.
- **Oral Communication** - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; demonstrates group presentation skills; active participant in meetings.
- **Written Communication** - Writes clearly and informatively; edits work for spelling and grammar; varies writing style to meet needs; presents numerical data effectively.
- **Change Management** - Develops workable implementation plans; communicates changes effectively; builds commitment and overcomes resistance; prepares and supports those affected by change; monitors transition and evaluates results.
- **Delegation** - Delegates work assignments; matches the responsibility to the person; gives authority to work independently; sets expectations and monitors delegated activities; provides recognition for results.
- **Cost Consciousness** - Works within approved budget; develops and implements cost-saving measures.
- **Ethics** - Treats people with respect; keeps commitments; inspires the trust of others; works ethically and with integrity and; upholds organizational values.
- **Planning/Organizing** - Prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives; organizes or schedules other people and their tasks; develops realistic action plans.
- **Quality-Mindedness** - Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality.
- **Leadership** – Provides the leadership and vision for the primary financial and administrative operations of the College and oversees the annual budget preparation, financial reports, and summaries and forecasts for business growth and the general economic outlook.
- **Political Skills** – Uses well-developed skills to sustain relationships with the Board of Governors, the Board of Trustees, and community stakeholders in ways that build trust and promote mutual benefit.



Procedure for Candidacy

Confidential review of applications will begin immediately and continue until the position is filled; parties who apply by **October 4, 2019** will be given first consideration. Please submit your resume, cover letter outlining your interest in and suitability for this position, and 5 references who can attest to your capabilities for this role. To apply online, go to: <https://theapplicantmanager.com/jobs?pos=su169>

For nominations or further information:

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New College is committed to recruiting and retaining diverse professionals. Candidates from underrepresented groups, women, and those whose knowledge or skills support an inclusive culture and research environment are especially encouraged to apply.

According to Florida law, applications and meetings regarding applications are open to the public upon request. Applicants who need reasonable accommodations in order to participate in the selection process must notify the chair of the search committee 48 hours in advance of a meeting. New College is an Equal Opportunity/Equal Access Institution.



Summit Search Solutions, Inc. is a boutique executive search firm dedicated to serving education and nonprofit communities nationwide. Based in Asheville, NC, Summit has a team of experienced recruiting consultants in strategic locations across the country including California, Kansas, New York, North Carolina, and Oregon.



All photos courtesy of VisitSarasota.com

Sarasota, Florida

Sarasota, Florida is located on the southwestern (Gulf) coast of Florida, about an hour from Tampa, and two hours from Orlando in one of the most beautiful spots in the country. The city is renowned for its cultural and environmental amenities, beaches, and resorts. Tourists and residents alike are surrounded by restaurants, theaters, shopping boutiques, and art enclaves. Main Street runs through the heart of downtown and branches off onto colorfully names streets such as Pineapple, Orange, Lemon, and Palm. The downtown is divided into five districts: Burns Court, Towles Court, Rosemary District, Historic Palm Avenue and Gillespie Park and is surrounded by bungalows that have been turned into bakeries, salons, studios, and galleries.

- According to the article “[125 Best Places to Live in the USA](#)”, *U.S. News and World Report* ranked Sarasota in the top 20 places to live in 2019.
- *U.S. News and World Report* also ranked Sarasota number 3 out of the “[100 Best Places to Retire in the USA](#)” for 2019.

Sarasota is home to numerous beaches along the Gulf of Mexico, each with something unique to offer. Beachgoers can enjoy white sand, boardwalks, beachfront cafes, and a family-friendly environment. In the summer Sarasota County hosts the highest density of loggerhead sea turtle nests in the Gulf of Mexico.

There is something for everyone whether you enjoy the arts or food or all of the above, the city has hosted the [Sarasota Film Festival](#) annually since 1998 which attracts independent films from around the world and claims to be one of Florida's largest film festivals. The [Sarasota Farmer's Market](#) is open year-round rain or shine. It offers a place for people to come together as a community and meet with local farmers and vendors.

Check out what's happening at one of the many performing arts venues in town at <https://www.ncf.edu/about/our-campus/sarasota-and-community/>. Bottom line, there is no excuse not to experience Sarasota!

Click the following to learn more about Sarasota and surrounding areas:

Visit Sarasota: <https://www.visitsarasota.com/> City of Sarasota: <https://www.sarasotafl.gov/Sarasota>
Chamber of Commerce: <https://www.sarasotachamber.com/> Sarasota.com: <https://sarasota.com/>

