



VICE PRESIDENT FOR FINANCE & ADMINISTRATION

DELAWARE STATE UNIVERSITY

1200 N Dupont Hwy
Dover, Delaware 19901

QUICK PROFILE

Core Values

Community – Integrity – Diversity – Scholarship - Outreach

Student Enrollment

approximately 4,500 (92% undergraduate)
37:63 Male-to-Female Ratio

Degree Programs Available

42 Bachelor Degree
16 Master Degree
5 Doctoral Degree

Faculty

221 Faculty Members in 21 Academic Departments
198/221 with PhD or Terminal Degree
15:1 Student-to-Faculty Ratio

THE OPPORTUNITY

Delaware State University (DSU), a nationally-recognized Historically Black College and University (HBCU), is seeking an exceptional and experienced vice president for finance and administration. The ideal candidate for this opportunity has a proven track record as a high-level financial representative, with a focus in strategy, innovation, and operations. The position will work closely with President Harry L. Williams and the Chief Operating Officer to lead the finance and administration functions at the university.

Founded in 1891 as the State College for Colored Students, DSU is a nationally-recognized, public, four-year, land-grant educational institution and the only HBCU located in the state of Delaware. DSU enrolls approximately 4,500 students.

The vice president will report directly to the Chief Operating Officer. This position serves the entire campus by providing the following services: Office of Finance, Procurement, Financial Aid, Plant, Operations and Maintenance. This position must foster innovation, integration and cooperation through a mix of finance and administrative strengths. This role comes at a pivotal moment in the University's history as it builds on its strengths and continues to solidify its future.

The ideal candidate will have a strong financial background, exceptional communication skills, strategic analytical skills and forward-thinking innovation. He/she will have experience in budgeting, financing, negotiation, conflict resolution, and team building. Additionally, he/she will have the ability to determine strategic directions with a focus on higher education and emerging trends.

DSU has retained the services of TM² Executive Search, a Washington, D.C.-based executive search firm, to assist in conducting this important search. Please direct all applications, nominations and inquiries regarding this opportunity to the search firm as indicated at the conclusion of this document.

DELAWARE STATE UNIVERSITY

At-A-Glance

Delaware State University (DSU) enjoys a long history as one of America's Historically Black Colleges and Universities (HBCUs). Founded in 1891 as the State College for Colored Students, DSU is proud of its heritage as one of the country's first land-grant educational institutions. Today, they're a welcome center of learning for students from many backgrounds. DSU's current population includes a 64% African-American enrollment and an increasing number of Caucasian, Hispanic, Asian and other international students. DSU currently offers 42 undergraduate degree options, an impressive number for a school their size. DSU also offers 16 master's degree programs and five doctoral degree programs in areas such as interdisciplinary applied mathematics/mathematical physics and educational leadership. DSU welcomes students from a variety of backgrounds. The current enrollment stands at more than 4,500, 92% of whom are undergraduate students. The ratio of male to female students is 37:63 and more than 80% of freshmen live on campus in one of the nine residence halls.

History

The Delaware College of Colored Students, now known as Delaware State University, was established May 15, 1891, by the Delaware General Assembly under the provisions of the Morrill Act of 1890 by which land-grant colleges for Blacks came into existence in state maintaining separate educational facilities. With the appointment to purchase a 95-acre property north of the state capital of Dover to establish the new college.

Because there was already a private Delaware College (now the University of Delaware) located in Newark, Delaware, to avoid confusion, new state legislation was passed and enacted in early 1893 to change the black school's name to the State College for Colored Students. That would be the institution's name for the next 54 years. Four-year curricula in the Arts and Sciences, Elementary Education, Home Economics, Agriculture and Industrial Arts were

established in 1932. The College graduated its first class of bachelor-degree candidates completing one of these four-year courses of study in June 1934.

In 1944, the College received provisional accreditation by the Middle States Commission on Higher Education (MSCHE). In 1947 the name of the institution was changed to “Delaware State College” by legislative action. In April 1957, the College was fully accredited by the Middle States Commission on Higher Education. On July, 1, 1993, Delaware State College turned another chapter in its history when Governor Thomas Carper signed a name change into law, thus renaming the College to Delaware State University.

Since 1957, the University has grown in stature as a center for teaching, research and public service. The purpose of the University has broadened in keeping with changing times. While recognizing its heritage, the University is among the top premier HBCUs in the country, while serving a diverse student population. Undergraduate studies are organized into six colleges that contain a total of 21 academic departments, which offer 42 bachelor’s degrees, 16 master’s degrees and five doctoral degrees.

As of Fall 2015, the University’s student enrollment is 4,560 students. The University’s physical infrastructure has grown from its 1891 beginning as a 100-acre property with three buildings to a beautiful 356-acre pedestrian campus with over 50 buildings and four outdoor athletic fields. The University also has two farm properties in the Kenton and Smyrna areas, locations in Wilmington and Georgetown, and its Airway Science Program maintains its fleet of planes and base of operation at the Delaware Air Park in Cheswold.

Mission Statement

Delaware State University is a public, comprehensive, 1890 land-grant institution that offers access and opportunity to diverse populations from Delaware, the nation, and the world. Building on its heritage as a historically black college, the University purposefully integrates the highest standards of excellence in teaching, research, and service in its baccalaureate, master's and doctoral programs. Its commitment to advance science, technology, liberal arts, and the professions produces capable and productive leaders who

contribute to the sustainability and economic development of the global community.

Vision Statement

As one of America's most highly respected Historically Black Colleges and Universities, Delaware State University will be renowned for a standard of academic excellence that prepares our graduates to become the first choice of employers in a global market and invigorates the economy and the culture of Delaware and the Mid-Atlantic Region.

Core Values

- Community
- Integrity
- Diversity
- Scholarship
- Outreach

Location

DSU's main campus is located in the historic city of Dover, the capital of Delaware. Arguably one of the best-kept secrets on the East Coast, Dover provides a small-town feel for students who want to learn without the distractions of an urban campus. Yet, we're only 1.5 hours away from major cities, including Philadelphia, Baltimore and Washington, DC, and a short drive to popular Rehoboth and Ocean City beaches. Other locations included remote offices in Georgetown, DE and Wilmington, DE.

Academics

DSU currently offers 42 undergraduate degree options, 16 master's degree programs, and five doctoral degree programs. The faculty profile consists of 221 faculty members within 21 academic departments. 198 faculty members possess a PhD or a terminal degree and the student-to-faculty ratio is 15:1. The most popular majors by degree awarded are:

- Accounting
- Mass Communications
- Movement Science
- Management
- Psychology
- Criminal Justice
- Nursing
- Integrated Studies
- Health Promotion
- Social Work

The University's six colleges consist of the:

- College of Agriculture & Related Sciences
- College of Arts, Humanities & Social Sciences
- College of Business
- College of Education, Health & Public Policy
- College of Mathematics, Natural Sciences & Technology
- School of Graduate Studies and Research

Enrollment

DSU's current enrollment stands at more than 4,500, 92% of whom are undergraduate students. DSU is comprised of 37% male students and 63% female students and more than 80% of freshmen students live on campus at one of the nine residence halls. The total enrollment breakdown consists of the following:

- 86% Full-Time
- 14% Part-Time
- 54% Live on Campus
- 46% Commute
- 50% In-State
- 50% Out-of-State

LEADERSHIP & GOVERNANCE

Dr. Harry Lee Williams **President of Delaware State University**

Dr. Harry L. Williams became the 10th president in the 124-year history of Delaware State University on Jan. 10, 2010 after serving 18 months as the institution's provost and vice president of Academic Affairs. Dr. Williams succeeded Dr. Allen L. Sessoms, who resigned at the end of August 2008, and Dr. Claibourne D. Smith, who served as acting president during the presidential search period. In being selected as DSU's president, Dr. Williams fulfilled a career-long goal of becoming president of a Historically Black College or University.

His DSU tenure has been defined by his visionary goal of leading the University to become the number one Historically Black University in the country. Dr. Williams has made it a priority to engage faculty, staff, students, alumni and the community by giving each of those constituencies a role to play in the success story of the University. He has become well-known throughout the state and beyond through his "friend-raising" efforts and his success in focusing attention on the many outstanding attributes and achievements of DSU. During his seven-year tenure, the University has achieved a school-record enrollment each year, beginning in fall 2010 with a student population of 3,819 – the first time the institution exceeded the 3,800 level. In Fall 2014, enrollment reached a record 4,644 students. The University also has set new records in the number of undergraduate students, freshmen students, graduate students (master and doctoral), and transfer students.

Board of Trustees

The business and affairs of the University are governed by the Board of Trustees. The Board of Trustees has all the powers accorded it by Title 14, Chapter 65 of the Delaware Code. The Board consists of 15 members whose appointment or election is provided for in the Delaware Code, and the governor of the state and the president of the University, both of whom shall be members of the Board, ex officio, with the right to vote.

Eight of the trustees are appointed and commissioned by the governor for a term of six years. Two such trustees will reside in each county of the state. Seven of the trustees are elected by a majority of the whole Board as constituted. They are elected for a term of six years. One such trustee will reside in each county of the state.

Faculty Senate

Function: The Faculty Senate is the primary governing body of the faculty. It shall serve as a channel of communication between the faculty and the administration and, through the administration, to the Board of Trustees. It shall seek means to raise the level of all aspects of professional performance. It shall be the instrument by which the faculty carries out its responsibilities under the Charter and Bylaws of the Board of Trustees of Delaware State University.

Responsibilities: The Faculty Senate is the chief governing body under the authority of the faculty. It shall possess the primary responsibility and authority to review, discuss, and make policy recommendations in such areas as curriculum, standards, research, faculty status, honorary degrees, and student activities related to the academic life of the University.

Duties and Responsibilities of Faculty Senators:

1. Faculty Senators are expected to attend all Faculty Senate meetings.
2. Faculty Senators are expected to communicate to their respective departments all actions of the Faculty Senate.
3. Faculty Senators are expected to communicate to the full Senate any of their respective departmental concerns.

VICE PRESIDENT FOR FINANCE AND ADMINISTRATION

The Vice President for Finance and Administration will report directly to the Chief Operating Officer. This position serves the entire campus by providing the following services: Office of Finance, Procurement, Financial Aid, Plant, Operations and Maintenance. This position must foster innovation, integration and cooperation through a mix of finance and administrative strengths. This role comes at a pivotal moment in the University's history as it builds on its strengths and continues to solidify its future.

The primary responsibility of Finance and Administration is to ensure a clean, safe, productive campus environment while providing the highest quality service in support of academic excellence through thoughtful stewardship of financial, technological, infrastructure and human resources.

The Division has a team of talented professionals that are committed to providing the most efficient and cost effective business support to the Delaware State University community. The functional areas have distinct responsibilities in providing the services necessary to carry out the mission of the University.

- The Finance area works very closely with the Chief Operating Office to keep the office apprised of the financial status and health of all units of the University.
- Planning, Budgeting and Systems provides the University key decision makers with information that allows them to make fact-based decisions with the ability to measure the anticipated impact of those decisions by creating current and long-range budget plans.
- Human Resources serves as a partner with the University community by providing customer service and progressive initiatives to attract, retain and motivate a highly-talented, committed and diverse workforce.
- Institutional Research provides historical, current and projected long-range information which allows the University to provide for current students as well as preparing for student enrollment and housing needs before they arise.

Essential Functions

The following are the functions essential to performing this job:

Strategy, Vision and Leadership

- Provide vision and leadership for the Division of Administration and Finance;
- Promote a culture of data-informed assessment and evaluation of programs and services in the Division of Administration and Finance;
- Participate in committees and provide service to internal and external stakeholders;
- Establishes goals and KPI's per the strategic and financial plans;
- Serve as the management liaison to the board operations committee; effectively communicate and present critical financial matters at committee meetings;

Team Leadership and Management

- Manages all employees of the department and is responsible for the performance management and hiring of the employees within that department.
- Supervise, support, mentor, and support development of staff in the Division of Administration and Finance;
- Ensure quality service from all departments in Administration and Finance;
- Establish and monitor staff performance and development goals, assign accountabilities, set objectives, establish priorities, conduct annual performance appraisals;
- Ensure staff members receive timely and appropriate training and development

Finance

- Provide oversight and stewardship of fiscal, human, and facilities resources;
- Creates, monitors and refines financial plans;
- Responsible for production of timely and accurate financial statements (monthly, quarterly, annually);
- Distributes financials to Board and management as appropriate;

- Constructs and monitors reliable internal controls over cash, revenue and expenses

Facilities

- Plan for and oversee successful completion of maintenance of all seasonal grounds and buildings programs and other special projects as directed or as needed. Create a yearly total maintenance plan including goals yearly
- Ensure compliance with safety regulations and manage the preventative maintenance for all equipment.
- Monitor, train, evaluate, and guide facilities personnel and coordinate with other internal teams
- Initiate and maintain close and collaborative relationships with appropriate compliance entities, consultants, and construction managers

Administration/Operations

- Promote a culture of high performance and continuous improvement that values learning and a commitment to quality
- Upgrade and implement an appropriate system of policies, internal controls, accounting standards, and procedures.
- Oversee and assist in developing, implementing and maintaining procurement policies, procedures and control systems in order to support client 's indirect procurement needs

THE CANDIDATE

The ideal candidate for the vice president for finance and administration at DSU will be innovative, strategic and drive processes/controls within the University's system. Experience in arranging financial statement and understanding of internal controls are essential to this role. Higher education experience and a CPA (or currently in pursuit of) are highly desirable. Candidates must be committed to the educational mission of DSU and be able to communicate effectively with all constituencies, internally within and externally from the University.

The successful candidate will meet/bring the following experiences and qualifications:

1. MBA, or Master's degree in finance, business, or related area; CPA preferred
2. 5+ years' experience in progressively responsible positions in administration and finance
3. An effective, balanced, and collaborative leadership style that combines a capacity for strategic vision with technical experience in financial management
4. Demonstrated capacity for determining future strategic directions with focus on higher education and emerging trends
5. Experience in financial statements
6. Excellent communication, negotiation, conflict resolution, and team-building skills
7. Adherence to strong ethical principles of financial management
8. Self-reliant, good problem solver, results oriented
9. Demonstration of creativity, innovation, and entrepreneurship in revenue generation via analytics methodology
10. Experience with developing and executing transformational and change management plans with outcomes towards return on investments and driving metrics for success
11. Excellent oral and written communication skills; ability to effectively interface with all levels of the organization including the University's Board of Trustees
12. Demonstrated experience in cultivating leadership in others to attain organizational goals and objectives
13. Demonstrated experience in constructing and sustaining an environment of shared governance

APPLY

To apply for this position, candidates must complete an application on the TM² Executive Search website.

www.tm2search.org

Candidates are asked to attach (MS Word) (1) a letter of interest, (2) a résumé, and (3) the names, e-mail addresses, and telephone numbers of references to the online application. References will not be contacted without first securing the permission of the candidate. The search will continue until an appointment has been made. Additional information about the University may be found at <https://www.desu.edu>.

Delaware State University is an equal opportunity employer and does not discriminate because of race, creed, national or ethnic origin, sex, or disability. The University reserves the right to change or reassign job duties as provided in policy and negotiated agreements.