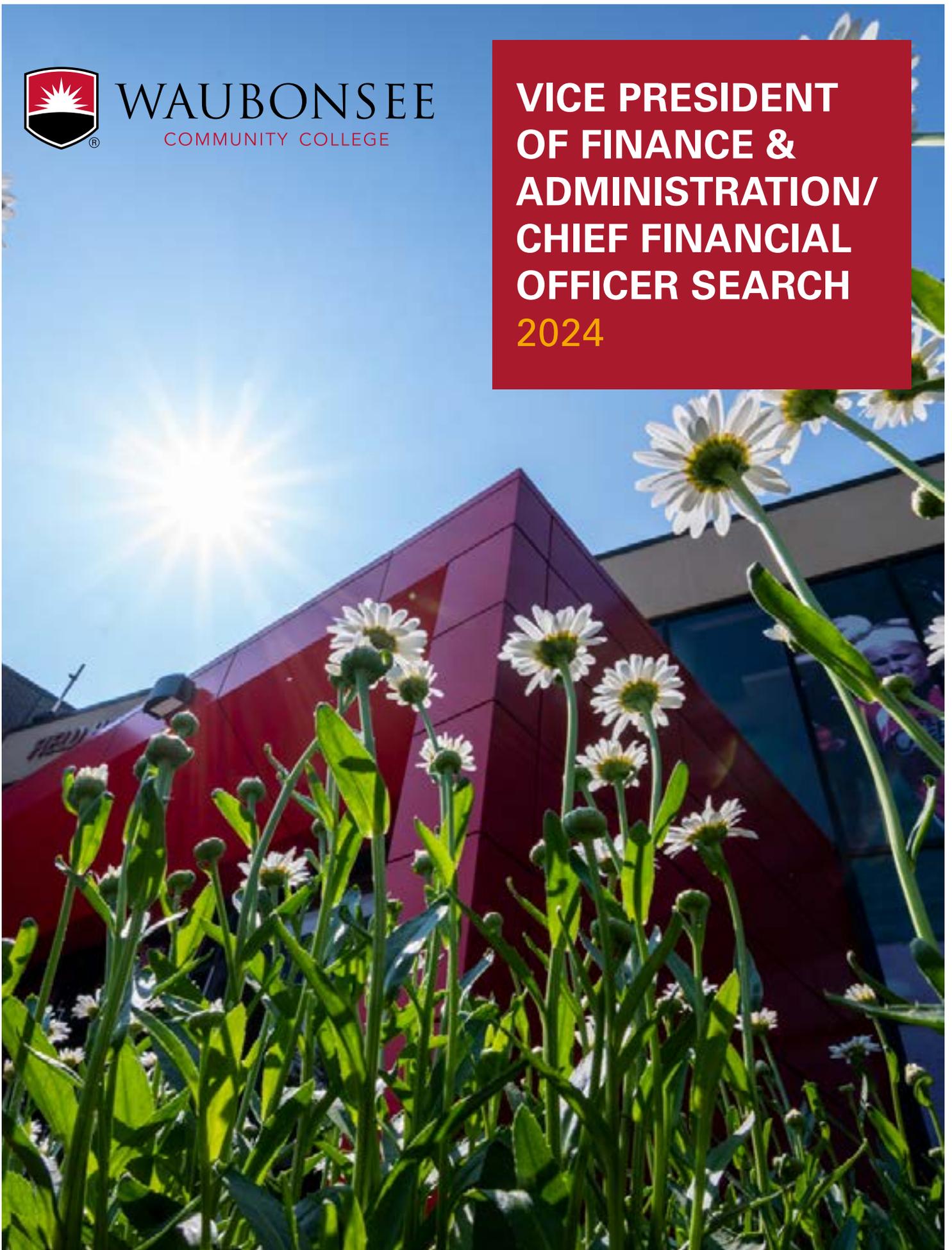




WAUBONSEE
COMMUNITY COLLEGE

**VICE PRESIDENT
OF FINANCE &
ADMINISTRATION/
CHIEF FINANCIAL
OFFICER SEARCH
2024**





57 years



42k+ graduates



320k+ students served

BUILD ON A STRONG FOUNDATION

A vibrant four-campus community college in the western suburbs of Chicago, Illinois, Waubonsee Community College invites applications and nominations for the role of Vice President of Finance and Administration/Chief Financial Officer.

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OUR NAME AND ITS MEANING –

The college was named as part of a district-wide contest held in 1967. Waubonsee means “early dawn” or “early day” and comes from a Pottawatomie Native American chief who lived in the Fox River Valley during the 1800s. You can see the idea of dawn captured in the rising sun of the college’s logo.



WAUBONSEE
COMMUNITY COLLEGE

MISSION, VISION AND VALUES

MISSION

Waubonsee Community College provides exceptional learning through accessible, equitable, and innovative education. We are committed to enriching the lives of our students, employees, and community by working together to create opportunities to discover new passions, share knowledge, and embrace diversity.

VISION

Waubonsee Community College opens the door of knowledge, sparks imaginations, and enlightens lives through learning. We welcome the diverse abilities, goals, and experiences of individuals standing on the threshold of discovery. Our success is defined by the dreams we help shape, the opportunities we help design, and the futures we help create.

CORE VALUES

Quality — We constantly redefine what it means to be “the best,” seeking to improve in every area and exceed the expectations of those we serve.

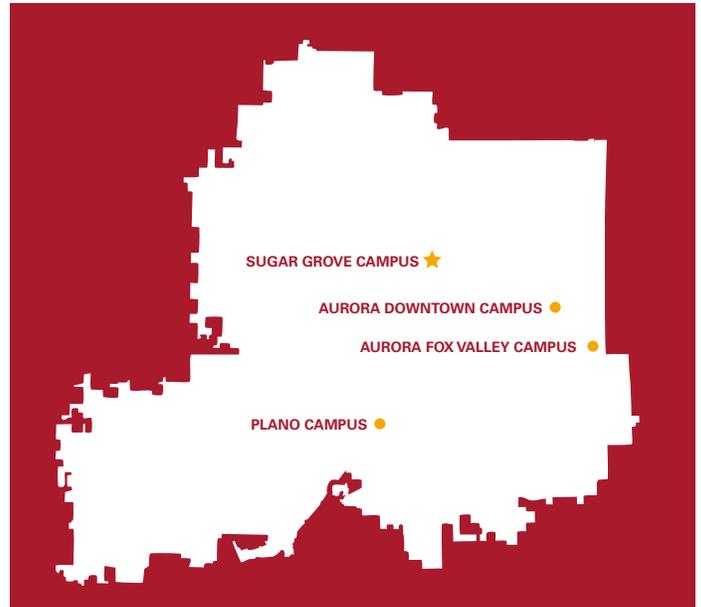
Value — We focus every resource directly on the search for learning, creating tangible benefits in everything we do.

Innovation — We are actively engaged on the frontiers of education, continuously improving the learning environment for our students and communities.

Service — We view the world from the perspective of those we serve — anticipating needs and striving to exceed expectations while demonstrating a caring, knowledgeable, consistent connection with each individual every time they meet us.

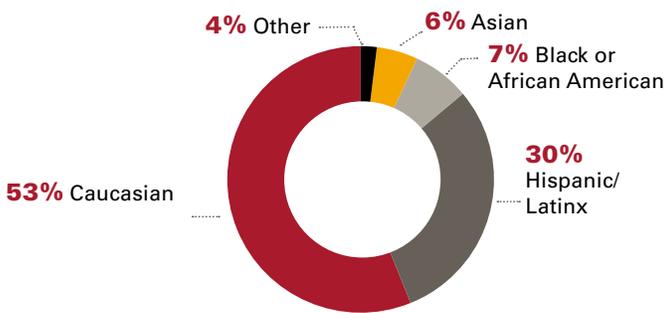
Accessibility — We remove barriers to learning formed by time, geography, education, culture, experience or beliefs to provide a full range of quality educational opportunities for all who can benefit.

DISTRICT AND STUDENT DEMOGRAPHICS



DISTRICT 516 —

425k+ RESIDENTS



624 SQUARE MILES

22 MUNICIPALITIES

The district's communities range from the more urban population center of Aurora, which is the second largest city in the state, to the smaller and more rural communities in the southwest portion of the district.

5 COUNTIES

Kane, Kendall, DeKalb, LaSalle, and Will

From 2010 to 2020, the population in these counties increased by more than **40k** residents. Since 2010, Kendall County experienced an **11.7%** population growth, and Kane County experienced a **3.7%** increase in population, bucking the state's overall trend of a **1.8%** decline.

12 PUBLIC HIGH SCHOOL DISTRICTS

8 PRIVATE HIGH SCHOOLS

OUR STUDENTS

11,524

credit students enrolled at Waubonsee

1,862

noncredit enrollments

20%

enrolled full-time

80%

enrolled part-time

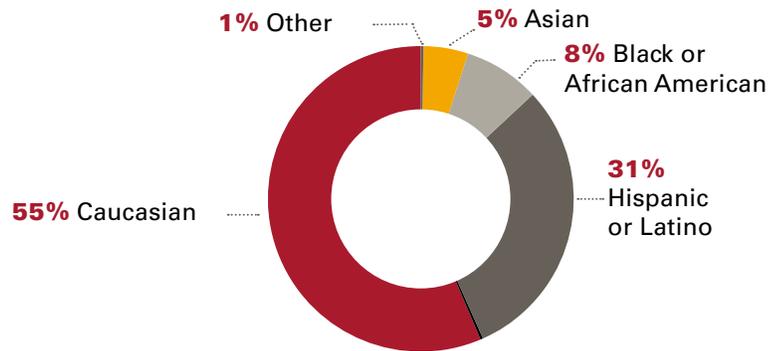
22

average age of a credit student

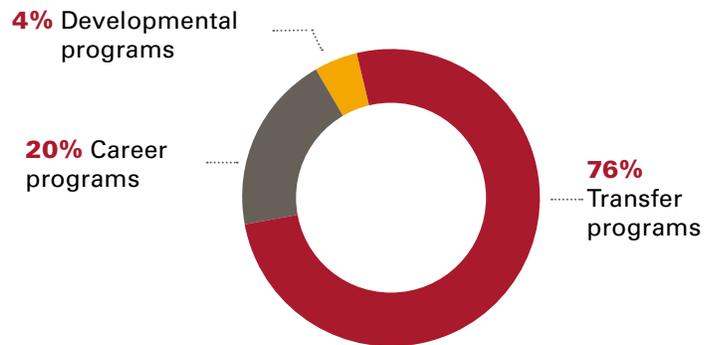
20:1

student-faculty ratio

STUDENT ETHNICITY



STUDENTS' ACADEMIC GOALS



Sources: ICCB/IPEDS and internal reports for FY2022 and FY2023.



BEING A HISPANIC SERVING INSTITUTION

With a student enrollment that is consistently more than 25% Hispanic, Waubonsee is proud to continue its designation as a Hispanic Serving Institution (HSI), originally received from the U.S. Department of Education in 2009. The college has been awarded three consecutive Title V Developing Hispanic Serving Institution Grants, which have been used to establish the Latinx Resource Center, among other equity and success-focused projects.



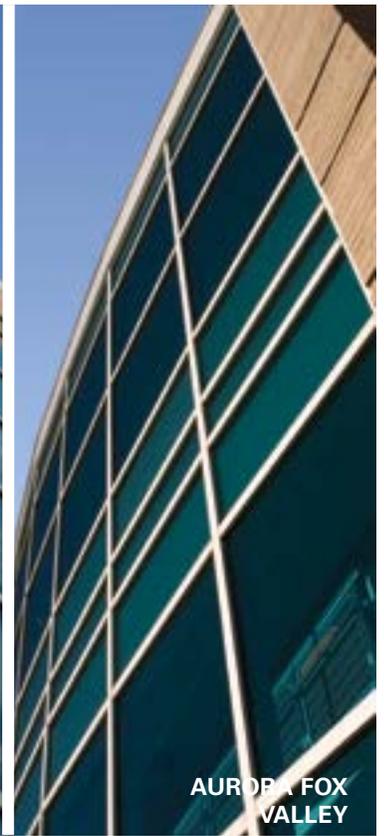
SUGAR GROVE



AURORA DOWNTOWN



PLANO



AURORA FOX VALLEY

CAMPUSES AND FACILITIES

SUGAR GROVE CAMPUS

On 243 beautiful acres in Sugar Grove sits the college’s main and only multi-building campus. While it was the college’s first campus, it has plenty of modern facilities, thanks to a 2020 College Master Plan that introduced five new buildings here between 2005-2015. Highlights include a one-stop Student Center, cutting-edge Science Building, classroom and event space in the Academic and Professional Center, and an athletics-focused Field House. This campus has also helped the college earn Tree Campus Higher Education recognition from the Arbor Day Foundation for 10 years straight.

AURORA DOWNTOWN CAMPUS

Located in the heart of Illinois’ second largest city, the Aurora Downtown Campus offers one-stop student services, transferable general education courses, and signature Associate in Applied Science (AAS) Degree and Certificate Programs. It is also the home of the college’s Adult Education programs, the Small Business Development Center, and the Latinx Resource Center.

AURORA FOX VALLEY CAMPUS

A specialized facility located on the campus of the Rush-Copley Medical Center, this building is focused on health care programs, and features state-of-the-art labs that give students hands-on, realistic experience with current equipment and procedures.

PLANO CAMPUS

This campus serves as the college’s Innovation and Design Center. As such, it houses a variety of programs including welding, computer aided design and drafting, cybersecurity, and more.

Thanks to the MyChoice program, students can choose to learn in five different modalities — face-to-face, online, hybrid, sync online, and flex.



ACCREDITATION AND ACADEMICS

ACCREDITATION

In 2017, Waubonsee was recommended for continued accreditation by The Higher Learning Commission. Waubonsee's accreditation is completed through the Commission's Open Pathway, which follows a 10-year cycle and focuses on quality assurance and institutional improvement. In July 2021, Waubonsee successfully completed the fourth year of the 10-year cycle known as the Assurance Review, a 125-page self-study report that is externally reviewed by a team of peer reviewers. The college met all five criteria with no concerns.

Go online to learn more –
waubonsee.edu/accreditation

PROGRAMS AND SERVICES

Transfer Programs:

Associate degree education consisting of communications, social and behavioral sciences, physical and life sciences, mathematics, humanities and arts, education, engineering, and other pre-professional fields designed to prepare students for transfer to baccalaureate degree granting institutions.

Workforce Education:

Business, health care, technical and professional education programming designed for entry-level employment, transitioning, retraining, and/or upgrading of skills to meet current and emerging employment needs and trends. Education and training opportunities include courses, programs, and contract training designed to meet the workplace needs of both individuals and organizations with an emphasis on skill building and improved productivity.

Pre-College Programs:

Courses, programs and services designed to assist academically underprepared students to be successful in the next level of education, including reading, mathematics, writing, college success, literacy, high school equivalency exam preparation (HSE), General Education Diploma (GED), Adult Basic Education (ABE) and English Language Acquisition (ELA)/ English as a Second Language (ESL).

Student Services:

Services designed to meet the holistic development of all students including counseling, advising, transfer planning, admissions, registration and records, assessment, financial aid, scholarships, career development, student life programming, intercollegiate athletics and assistance for students with disabilities.



QUALITY IN THE CLASSROOM

With the classroom experience so central to students' overall experience, Waubonsee is proud of the work of its 100+ full-time and 375+ adjunct faculty members. Many have furthered their teaching skills through the college's partnership with the Association of College and University Educators (ACUE).



95%

of Waubonsee students would recommend the college to a friend.

STUDENT AND COMMUNITY ENGAGEMENT

Waubonsee students join in a Fox River clean-up effort during the college's Day of Service.

CHIEFS ATHLETICS

As part of the National Junior College Athletic Association, Waubonsee's 14 sports teams compete in the Illinois Skyway Collegiate Conference. The Chiefs consistently vie for the conference's annual All-Sports Trophy.



STUDENT LIFE

Students can enrich their college experience by participating in one of 30 student organizations.

- Academic and honor societies
- Arts and culture clubs
- Student government

ENGAGING WITH EMPLOYERS

Waubonsee has long worked with local businesses on a variety of levels — providing training, gathering curricular feedback and guidance, connecting students to job opportunities, and more. This work has only become more important in recent years, expanding to encompass more work-based learning experiences, including popular apprenticeship programs.

CONNECTING WITH THE COMMUNITY

Waubonsee is not just a college, it is a community college. And that is something it takes seriously. Whether it's inviting the public to campus to enjoy a concert, art exhibit, or other event; having a presence at a local community festival; or something in between, the college is always looking to strengthen its community connections.

SERVING THE COMMUNITY

Student organizations typically log more than 200 community service hours each academic year. The college's Day of Service draws participants from all levels of the institution, and Alternative Spring Break is a unique opportunity for students to spend their break time making a difference.

STRATEGIC DIRECTION

STRATEGIC PLANNING

Given the recent rate of change at the college, it makes sense that its very approach to strategic planning would change too. To set immediate direction for the current fiscal year 2024, a Statement of Work was developed, viewable at waubonsee.edu/statement.

Two of the key strategic items from that Statement of Work are:
1) develop a new strategic plan for the future of Waubonsee, and
2) organizational continuous improvement analysis

Waubonsee is currently evaluating proposals from potential strategic planning partners in the hopes of launching a bold new strategic plan for the college and its community in August 2024.



MEASURING OUR PROGRESS

The College Scorecard is a quantitative measurement of the institution's ability to execute against its strategic plan. It was created to provide the community with a snapshot of how Waubonsee is performing in the key areas of student equity and success, community connections, and employee and organizational excellence. To ensure the utmost transparency and accountability, as many metrics as possible are from publicly available data sources and are updated on an annual basis to reflect the most current data.

View the latest College Scorecard at waubonsee.edu/scorecard



ACHIEVING THE DREAM

To leverage our progress and institutional learning from our current strategic plan and student success initiatives, Waubonsee has partnered with Achieving the Dream. Our goals for this partnership are to: expand our strategic focus from the college to the community to maintain impact and relevancy; to identify key data points to measure as a mark of progress; and to support the development and enhancement of programs and services that result in equitable learning for students and our community. A college-wide data summit was held in October and provided a kick-off to the next steps.

LEADERSHIP AGENDA



A NEW ERA/TRANSITION

WCC's new President Knetl has brought vision and dynamism to his responsibilities. With the presidential transition, two new vice presidential positions, and a new Vice President of Finance and Administration/Chief Financial Officer ("CFO"), a new era is dawning. At the same time, the college is fortunate to have two long-standing members of the executive team — a good mix of fresh approaches and deep knowledge of and experience at WCC, a combination that will benefit the CFO.

FINANCIAL STRENGTH

Waubonsee has a long and proud tradition of excellent fiscal stewardship. The college has consistently balanced its budget and maintains a prudent debt level. Recently, Moody's upgraded WCC's bond rating to Aaa, the highest possible status. WCC has also been regularly recognized for excellence in financial reporting. In 2023, the college improved its net financial position to over \$230 million. The college's financial strength presents a rare opportunity for the new CFO to collaborate with colleagues in making careful and prudent investments that further the mission and new strategic plan, while maintaining a high level of stewardship, fulfillment of the mission and affordability for students.

STRATEGIC PLANNING

WCC is embarking on an exciting initiative – the creation of a new strategic plan. The next CFO will be intimately involved, helping to shape and implement the document and align it with the college's strategic budget, IT and master facilities plans. The aforementioned plans will afford WCC the chance to augment its focus on implementation on high priority projects and initiatives.

ENROLLMENT

WCC's credit hours and headcount increased in the fall of 2023, a positive post-pandemic development. At the same time, WCC faces a competitive marketplace. The next CFO will be able to partner with the Provost to explore new market demand programs, including certificates and badges that pose good ROI opportunities for WCC

BUSINESS PROCESSES AND STREAMLINING

The new CFO will have the chance to examine ways in which business processes can be augmented to enhance student service and the quality of work life. The new CFO will be able to explore whether enhancements to the Banner ERP or other changes represent options for improvement.

CAPITAL PROJECTS AND FACILITIES UPGRADES

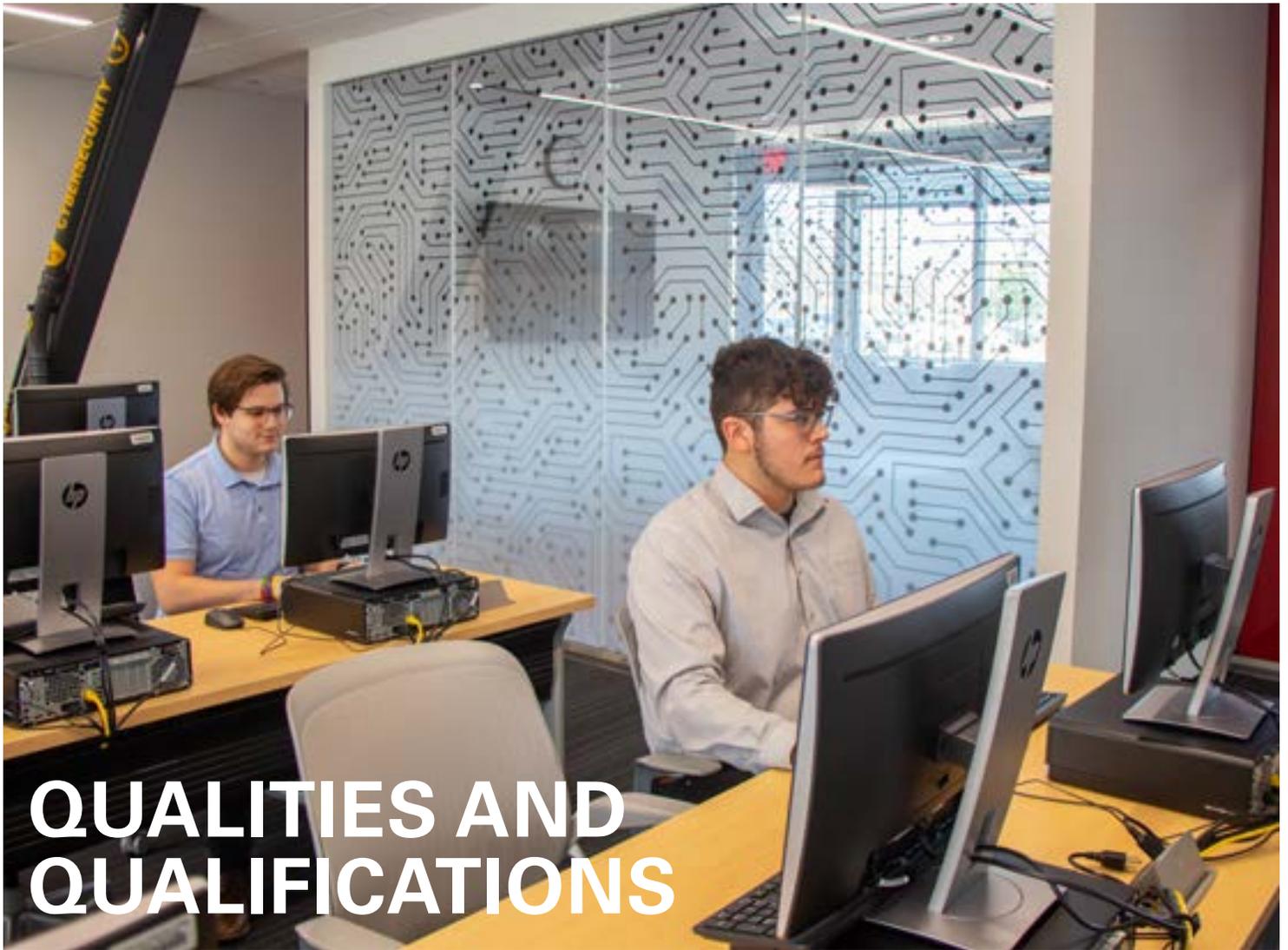
The new \$60 million Career and Technical Education ("CTE") Building, a transformative facility for WCC's workforce mission, is scheduled to open in the fall of 2025. The next CFO will oversee the completion of this dynamic new addition. More broadly, with a healthy Operations and Maintenance (Restricted) fund balance, the college is well-prepared to fund projects and is very proud of the condition and upkeep of all of its campuses. The new CFO will be able to continue this tradition of maintaining and enhancing its campuses and infrastructure, while maintaining the financial strength for which WCC is justifiably acclaimed.

PRESENCE

The new CFO's team will be anxious to get to know the next financial executive. The successful candidate, while understandably busy with many obligations, will profit from spending time with their team and forming relationships that will lead to a high functioning and collaborative unit.

DEDICATED NEW COLLEAGUES

Throughout the listening sessions that formed the basis for this Search Profile, faculty, staff, and administrators proclaimed how much they value the life-transforming work they have the honor of doing with students. They also gave high praise to their colleagues with whom they do this noble work. The new CFO will join an extraordinary group of colleagues who are fiercely dedicated to WCC's mission.



QUALITIES AND QUALIFICATIONS

The Vice President of Finance and Administration and Chief Financial Officer (CFO) at Waubensee Community College (WCC) works collaboratively with the President and college community to maintain WCC's excellent financial standing, aligns the college's resources to its strategic plan, and advances the institution's vision and mission to be "first in mind" regarding the educational needs of the community.

The CFO will be a fiscally responsible, strategic, visionary leader who embraces the college's student-centered culture and commitment to student success. This position reports directly to the President and has key responsibility for financial services (including serving as treasurer to the Board of Trustees), campus safety and operations, information technology, legal and compliance, risk management, and college and community engagement.

The most competitive candidates will have a strong background in finance and a working knowledge of the key areas that report to the CFO. The CFO will communicate and work effectively with a variety of internal and external stakeholders to align resources with strategic priorities, develop an Information Technology Master Plan, update the Facilities Master Plan, and focus on risk management.

A master's degree in Finance, Accounting, Business Administration or a related field is required. A minimum of 6 years of progressively responsible leadership experience in finance and administration is required, with 10 years of experience preferred.

Higher education experience is preferred. A Certified Public Accountant designation and financial experience in a non-profit or public institution are preferred. Experience in information technology, auxiliary services, campus operations and/or safety is desired.

OTHER QUALITIES INCLUDE:

- An understanding of the changing landscape of and funding implications for higher education and the capacity to drive change, take calculated risks, and support the financial and operational needs to move the college forward.
- Demonstrated experience in strategic planning and budget alignment; successful engagement of all constituencies to gain support to achieve strategic priorities.
- Exceptional skill in budgeting, investing, forecasting, and cost-effective solutions that optimize resource allocations, foster financial transparency, and chart the course toward long-term fiscal stability and sustainability of an institution.
- An understanding of a multi-campus community college system and experience in assessing and leading effective processes to allocate resources based on a wide range of needs.
- Successful experience in working with and providing administrative support to a governing board.
- Demonstrated competence in the development of policies and procedures to enhance institutional operations and financial compliance.
- The capacity to advocate for resources for the college with elected officials, policy holders, and government agencies at the local, state, and national levels.
- Ability to oversee the preparation of a tax levy to support a college education for students in the community.
- A working knowledge of legal matters and compliance related to finance and operations.
- Demonstrated experience with grant awards and securing alternate revenue sources.
- Effective oral and written communication skills, including the ability to listen to different groups and communicate effectively with a wide range of constituents.
- Strong critical thinking and problem-solving skills, and the ability to make well-informed decisions with the support of quantitative and qualitative data.
- A proven record of building and leading effective, collaborative, diverse teams that work cohesively to identify opportunities that advance the college's strategic plan.
- Evidence of performing as an effective team member and developing collegial, productive relationships with other senior leaders at the college to accomplish key priorities.
- The ability to build trust across multiple constituencies and garner support for a short-and long-term financial plan, information technology initiatives, construction and facilities management, campus safety and operations, risk management, and auxiliary services.
- Evidence of support for quality instruction, student success initiatives, and resources for faculty, staff, and program development.
- A track record of building and sustaining successful partnerships with business and industry, other educational institutions, and community organizations to meet student and community needs.
- A working knowledge of the use and implementation of technology to support academic, student learning, and administrative applications.
- Demonstrated experience in facilities development, including oversight of capital projects.
- Knowledge and commitment to diversity, equity, and inclusion (DEI).
- Professional and personal integrity and ethical conduct.



NOMINATIONS AND APPLICATIONS

To ensure full consideration by the Waubonsee Community College Vice President of Finance and Administration/CFO Search Committee, applicants should apply by February 16, 2024. The search will continue until a new Vice President of Finance and Administration/CFO is appointed.

Interested applicants should submit:

- A detailed letter of interest that should be addressed to the Vice President of Finance and Administration/CFO Search Committee and focus on key elements of the profile,
- A curriculum vitae, and
- The names, email addresses, and phone numbers of five references (*none of whom will be contacted without the permission of the candidate*)

Submit To:

All application materials should be in PDF format and submitted through the AGB Search portal system at [Waubonsee Community College - VP of Finance and Administration/CFO](https://www.waubonsee.edu/vp-finance-admin-cfo-search).

Questions regarding the application process should be directed to WaubonseeVPFA@agbsearch.com.

Nominations and inquiries should be directed to:

Frederick V. Moore, J.D./M.B.A.,
Senior Executive Search Consultant
fred.moore@agbsearch.com
(712) 299-2544

Jeanne F. Jacobs, Ph.D., Executive Search Consultant
jeanne.jacobs@agbsearch.com
(937) 470-9068

Additional Information

Additional information about Waubonsee Community College may be found at www.waubonsee.edu

Information about this search is also available at: www.agbsearch.com/active-searches



WAUBONSEE

COMMUNITY COLLEGE

Sugar Grove
Route 47 at Waubonsee Drive
Sugar Grove, IL 60554
(630) 466-7900

Aurora Downtown
18 S. River St.
Aurora, IL 60506
(630) 801-7900

Aurora Fox Valley
2060 Ogden Ave.
Aurora, IL 60504
(630) 585-7900

Plano
100 Waubonsee Drive
Plano, IL 60545
(630) 552-7900

waubonsee.edu

Waubonsee does not discriminate on the basis of any individual's actual or perceived race, color, creed, religion, gender, gender identity, sex, sexual orientation, age, national origin, ancestry, veteran's status, military status, unfavorable discharge from military service, marital status, order of protection status, pregnancy, disability, citizenship status or any other characteristic protected by law in its programs or activities. Inquiries regarding this policy may be directed to: Michele Needham, Title IX/ADA/Section 504 Coordinator, Route 47 at Waubonsee Drive, Sugar Grove, IL 60554, compliance@waubonsee.edu.