



# VICE PRESIDENT FOR FINANCE & ADMINISTRATION

COLLEGE OF SOUTHERN NEVADA

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# The Opportunity

The College of Southern Nevada (CSN) invites inquiries, nominations, and applications for a Vice President for Finance & Administration (VPFA). Acting President William L. Kibler seeks a chief financial officer who will be a strategic thinker, collaborative team member, and skilled communicator. The VPFA will have a strong background in higher education and the ability to build a culture of trust and transparency.

## About the College of Southern Nevada

Clark County Community College opened its doors to 402 southern Nevada students in August 1971 and enrollment grew rapidly. By the early 1990s more than 20,000 students studied at what was then called the Community College of Southern Nevada. In 2007, the name was changed to the College of Southern Nevada to reflect the addition of niche bachelor's degrees. Today, CSN serves more than 50,000 students across the Las Vegas Valley annually. Each of CSN's campuses cover more than 70 acres, with other sites and centers throughout southern Nevada. CSN specializes in two-year degrees, a select number of bachelor's degrees and workforce development programs that lead directly to high-demand careers or transfer to a university. The College has become an economic force within the region, with an estimated \$1.2 billion annual impact.

Today, the College of Southern Nevada (CSN) is a comprehensive, multi-campus community college and among the largest and most ethnically diverse institutions of higher education in the state of Nevada. The college is designated as a Hispanic Serving Institution (HSI) and a Minority Serving Institution (MSI) by the U.S. Department of Education. CSN is the largest of four community colleges within the Nevada System of Higher Education, which also includes two research universities, a state university, and a research institute.

CSN has three comprehensive campuses located throughout the Las Vegas, NV metroplex: in North Las Vegas; in central Las Vegas, and in Henderson. CSN also has eight learning centers and operates in over 50 locations in Clark County, covering over 8,000 square miles. CSN educates more than 50,000 students annually in credit, non-credit and workforce development programs. Three of every four students attend part time, 57 percent are female, and nearly two-thirds are students of color. Accredited by the Northwest Commission on Colleges and Universities, CSN offers educational opportunities in more than 70 academic programs featuring more than 180 degrees and certificates (56 degrees and certificates available entirely online), including 15 bachelor's degrees.



## CHARLESTON CAMPUS

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The CSN Charleston Campus is located in the city of Las Vegas situated on a 76-acre parcel and has 743,000 square feet of academic, student service, and support space. The Charleston campus is home to the Ralph & Betty Engelstad School of Health Sciences, which houses cardio-respiratory sciences, nursing, surgical technology and sonography. Dental assisting and hygiene programs, along with a state-of-the-art veterinary nursing program, are located on this campus alongside general education classrooms and science labs. Executive administration, the CSN Foundation and Human Resources are located on this campus, as well. In addition, a new student union opened in the fall 2019 semester, which includes a food court, meeting rooms, study space, courtyards, student government offices, advising offices, a multicultural center and other student services. The campus location is home to unique partnerships with Clark County Library District, KNPR, southern Nevada's public radio station, and City of Las Vegas Fire Station 6 that also serves as a learning laboratory. Located adjacent to Bonanza High School, the Charleston Campus houses CSN High School West, a collaboration with the Clark County School District that ranks among the highest achieving schools in the nation.

## NORTH LAS VEGAS CAMPUS

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The CSN North Las Vegas Campus is located on a 71-acre parcel with 612,000 square feet of academic, student service, and support space. Unique features of the campus include the only planetarium in Southern Nevada, the Nicholas J. Horn Performing Arts Center, Fine Arts Gallery and the CSN recreation center, home to the women's volleyball team and the newly formed men's and women's basketball teams. In addition, a new student union opened in the fall 2019 semester, which includes a food court, meeting rooms, study space, courtyards, student government offices, advising offices, a multicultural center and other student services. This was CSN's first campus location in the Las Vegas Valley, established in 1971. Featured academic programs at this campus include automotive technology, hospitality and gaming, early childhood education, information technology and music alongside general education classrooms and science labs. Our student-run restaurant, Russell's, as well as financial services and print services are located on this campus. The North Las Vegas Campus houses CSN High School East, a collaboration with the Clark County School District that ranks among the highest achieving schools in the nation.

## HENDERSON CAMPUS

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The CSN Henderson Campus is located on 72 acres and includes 218,554 square feet of building space. This campus features a variety of general education courses and specialized classes in fields such as air conditioning, aviation, welding and police training. It is also home to the Southern Desert Regional Police Academy (located in downtown Henderson), and the Morse Stadium and Lied Sports Complex, used by CSN's national championship baseball and softball teams. Solar panel arrays on many of the buildings at this campus showcase CSN's commitment to green initiatives. In addition, a new student union opened in the fall 2019 semester, which includes a food court, meeting rooms, study space, courtyards, student government offices, advising offices, a multicultural center and other student services. A new 73,000-square-foot health and science building that is operated in partnership with Nevada State University opened in fall 2021.

# QUICK FACTS ABOUT CSN

3 Campuses – Las Vegas (Charleston), North Las Vegas, and Henderson campuses.

Over 1 million CSN Alumni are thriving in Southern Nevada and beyond.

CSN contributes over \$1.2 billion to the Southern Nevada economy annually.

CSN Coyote Athletics offers a total of 11 sports, including baseball, basketball, softball, soccer, volleyball and others. CSN's baseball team has brought home a national championship and is a frequent national contender.

CSN is accredited by the Northwest Commission on Colleges and Universities

## Accreditation

25 CSN academic programs are accredited through their professional and specialized organizations:

Accounting	Health Information Technology
Air Conditioning Technology	Medical Coding
Automotive Technology	Medical Laboratory Technician
Business	Medical Assisting
Cardiorespiratory Sciences	Nursing Assistant
Collision Repair	Nursing – Associate Degree
Culinary, Food & Beverage, Gaming, HMD, TCA	Nursing – Practical Nursing
Dental Assisting	Ophthalmic Technology
Dental Hygiene	Paramedic Medicine
Diagnostic Medical Sonography – Cardiac & Vascular Tracks	Physical Therapist Assistant
Early Childhood Education – Lab School	Surgical Technology
Electronic Engineering Technology	Veterinary Technology
English as a Second Language	

## Academics

- Over 189 programs of study, including bachelors, associate, and certificate programs.
- 56 Fully Online Programs
  - 7 Associate of Arts degree programs
  - 14 Associate of Applied Science degree programs
  - 1 Associate of Business program
  - 1 Associate of General Studies program
  - 2 Bachelor of Applied Science degree programs
  - 9 Certificate of Achievement programs
  - 13 Skills Certificate programs
- 1,972 Apprenticeship Student per year

## STUDENT DEMOGRAPHICS (Fall 2023)

Unduplicated headcount: 47,836

Credit: 41,022 (83%)

Non-credit: 6,814 (17%)

First Generation Students: 20%

Average class size: 21

Gender: Female – 56% Male – 44%

Ethnicity: Historically Minoritized – 73%

White – 27% Other:

First Generation (neither parent earned a bachelor's degree) – 48%

New students – 25%

Transfer-in students – 14%

Continuing & readmit students – 62%

## RETENTION AND GRADUATION

First Year Retention Full-time students – 18%

Part-time students – 40%

Graduation + Transfer Out Rates

Three-year graduation rate – 18%

Transfer out rate – 15%

Awards conferred (FY 23) – 4,673

Certificates – 29%

Associate degrees – 68%

Bachelor's degrees – 3%

## COST OF ATTENDANCE

Most affordable public college in Nevada Tuition & Fees:

In-State \$4,358

Out of State \$13,024

Total Cost of Attendance (Books/Supplies, room, food, personal, transportation, etc.)

In-State \$25,176

Out of State \$33,842



## STUDENT SUCCESS

CSN empowers our students and communities to achieve, succeed, and prosper. CSN's mission ensures the College serves the diverse educational needs of the communities and businesses within the southern Nevada service area. An Institutional Advisory Council helps link the College to the community it serves and to anticipate regional educational trends. The council, comprised of community and business leaders, provides input on college operations to the College President and state higher education officials. The College's Division of Workforce and Economic Development helps meet the training needs of southern Nevada's workforce and employers. The Division is an entrepreneurial and self-supporting arm of CSN that works with the region's business and key industry sectors in the assessment, design and implementation of customized curricula and training programs. It also provides services to students, employers, employees and adult learners seeking education opportunities, new skills and career advancement. CSN is a growing and influential network that enables students, faculty, staff, alumni and friends to advance personally, professionally and intellectually. Its vibrant network of people and programs creates lifelong benefits for all students. As the communities of southern Nevada continue to grow in both population and diversity, CSN's commitment is to remain highly accessible to serve the diverse needs of an increasing population.

## FINANCIAL MATTERS

The College operates a \$238 million total fiscal budget supporting 10 divisions/units, and approximately 100 departments. There is restricted fund activity of \$74 million, and 117 active grants totaling ~\$72 million. Additionally, the college's net capital assets are valued at \$267 million. CSN receives approximately \$69 million in cash receipts from tuition and fees (degree, certificate, and workforce enrollments) from approximately 40,435 students and third-party payers.

CSN has spent approximately \$45.5 million in the last five years on new construction, facilities upgrades, and remodeling. The College has become an economic force within the region, with an estimated \$1.2 billion annual impact.

The CSN Foundation has endowment funds of approximately \$6 million and awarded nearly 650 student scholarships in FY 23 totaling over \$919,000. The average scholarship award was \$2,500.

## GOVERNANCE

### Nevada System of Higher Education

CSN is part of the Nevada System of Higher Education (NSHE). Governed by a 13-member Board of Regents and led administratively by a Chancellor, NSHE is comprised of 2 research universities, a state university, four community colleges, and a research institute:

- University of Nevada Reno
- University of Nevada Las Vegas
- Nevada State University
- College of Southern Nevada
- Great Basin Community College
- Truckee Meadows Community College
- Western Nevada College
- Desert Research Institute

## CSN Acting President

Dr. William Kibler became the Acting President of the College of Southern Nevada in July 2024 after a distinguished 43-year career in higher education. He is president emeritus of Sul Ross State University in Texas, where he served as president from 2014 to 2020. Dr. Kibler's leadership experience includes six years as a university president and 37 years in student affairs administration. Prior to Sul Ross State University he served at Mississippi State University, Texas A&M University and the University of Florida. His professional experiences include serving as a founding board member and president of both the Association for Student Conduct Administration and the International Center for Academic Integrity.

In addition, he has co-authored a book on academic integrity and co-authored and edited a book on student conduct and discipline. He has written several book chapters and articles in the areas of academic integrity, student conduct and judicial affairs, and student affairs administration. He developed and launched honor codes at two major public universities. He has consulted with leading universities on academic integrity, legal issues, student policies, ethics, leadership, and governance.

Dr. Kibler earned his Ph.D. in higher education administration from Texas A&M University after completing both master's and specialist degrees in counselor education and a bachelor's degree in economics from the University of Florida.

## LIVING IN LAS VEGAS

Our new Vice President for Finance & Administration will discover an environment where professional satisfaction and career achievement are paired with optimal quality of life in a locale with abundant opportunities for work and play. Las Vegas has drawn millions of visitors and trillions of dollars in wealth to southern Nevada, and the economy is on the rise, named the No.11 "Best City to Start a Business" by Forbes in 2014. Las Vegas is an excellent base camp for outdoor recreation. Popular nearby hiking and rock-climbing spots include Lake Mead National Recreation Area, Red Rock Canyon, the National Conservation Area, Spring Mountain Ranch State Park, and Valley of Fire State Park. Residents enjoy pleasant suburban communities, including the cities of North Las Vegas and Henderson, world class restaurants and beautiful parks. Las Vegas features a reasonable cost of living, with affordable prices on everything from housing to utilities to groceries compared to most major cities across the nation. Thanks to its mild winters and ample sunshine, Las Vegas appeals to a variety of age groups, from retirees to millennials. There are plenty of kid friendly activities available to keep families busy including Springs Preserve, which offers family-friendly events, in addition to its museum exhibits, botanical gardens, and unique, desert-themed playgrounds. It's all here for the higher education professional prepared to step up to this key leadership role.



# LEADERSHIP PROFILE

Reporting to the President, the Vice President for Finance & Administration (VPFA) provides strategic oversight of fiscal, business, and facilities operations across CSN's three campuses. Units within the Finance & Administration team in the areas of Controller, Procurement and Auxiliary Services, Budget Services, and Facilities Management. The position provides oversight of support activities including but not limited to: accounts payable, travel accounting, financial accounting and reporting, purchasing and contract management, fixed asset management, receiving, non-resident alien tax compliance, financial management and oversight of student aid accounts, budget services, auxiliary campus support services (food service, vending, and bookstore operations), select technology initiatives, and re-charge centers.

As a member of the President's Executive Team, the VPFA guides all fiscal matters and must be a highly effective communicator internally and externally. The VPFA ensures that fiscal and budgetary policies and procedures align with the College's mission and strategic direction. The VPFA is responsible for ensuring that these activities are conducted effectively and efficiently and according to Nevada System of Higher Education (NSHE) Board of Regents policy and state and federal statutes/regulations.

As CSN's Chief Financial Officer the VPFA represents the President and College in meetings, committees, and hearings as needed. The VPFA is delegated signature authority on all documents of a financial and/or contractual nature.

## ROLE OF THE VICE PRESIDENT FOR FINANCE & ADMINISTRATION

The ideal candidate will be a strategic thinker, collaborative team member, skilled communicator, and consensus builder who will facilitate change and engage the college in challenging decisions. They will have a strong business and administration background and the ability to build a culture of trust and transparency.

The new VPFA will provide financial and administrative oversight to ensure healthy fiscal structures and compliance with procedures and policies. Also, as a key advisor to the President and college leadership, the VPFA will provide fiscal guidance on major college initiatives, contributing significantly to critical decisions on financial planning, budget management, and overall college strategy.

The new VPFA will work to build a culture of responsible fiscal management across all campuses, including the establishment of a system for evaluating spending requests both for return on investment and contribution to the mission of the College. Accordingly, the VPFA will also work across divisions to ensure that there is deep understanding of the unique needs of each program and/or service as they contribute to the mission of the College. Additionally, the Division of Finance & Administration provides numerous services across the College, and the new Vice President will ensure structures are in place to build a culture of customer service and risk management.

The new VPFA will assess current policies and processes through the business and financial lens to develop an understanding of where training and skill development are needed for those who oversee budgets in their respective areas and manage services across the College. Additionally, the new VPFA will work to standardize and document policies and processes to ensure transparency and consistency, and ensure regular and open communication with relevant stakeholders across the College.

The new VPFA will lead the planning and policy adherence oversight to ensure future planning for finance and administration aligns with CSN's strategic growth. The VPFA will develop and advise the President's Executive Team and college leadership on short- and long-term institutional planning and provide information and research to support strategic decision-making.

The new VPFA will review existing auxiliary revenue sources, and creatively explore opportunities for further revenue diversification.

The VPFA will oversee and provide leadership with the biennial budget process and annual procedures; provide education with budget processes, funding and budget development to the College leadership team and their constituents as desired; provide control of funds, financial oversight, monitor and control assigned budget programs, and expenditures; oversees quarterly and annual reporting submitted by Budget Office to NSHE; and oversees reporting to other entities, including legislative/fiscal staff.



# REQUIRED QUALIFICATIONS

- Master's degree in a business program from an accredited institution or equivalent combination of degree and experience.
- Significant, increasingly responsible experience developing and executing short-term and long-term strategies, initiatives, business operations, and planning through data-informed decisions.
- Understanding of forecasting and how to look at the long-term financial health of the College.
- Previous experience in leading robust portfolios of teams across multiple departments.

# PREFERRED QUALIFICATIONS

- Certification as a Public Accountant.
- Demonstrated experience in leading teams through change.
- Expertise in strategic planning, including setting goals, developing strategic initiatives, and measuring outcomes.
- Business-minded thinking from an institutional perspective with an action orientation.
- A leadership record with a solid commitment to diversity, equity, and inclusion with an equity focus on decision-making.
- Exceptional communication skills.
- Financial experience, including knowledge of working in a larger city or state entity in relation to financial regulations and funding cycles.
- Familiarity with auditing regulations
- Familiarity with higher education funding formulas.
- Familiarity with collective bargaining agreements.
- Familiarity with pay equity issues in higher education.
- Familiarity with financial regulations related to regional accreditation.
- Familiarity with facilities management, including financing deferred maintenance, renovation/remodeling, and new construction
- Experience with Enterprise Resources Systems – knowledge of financial platforms.



# CANDIDATES SHOULD POSSESS THE FOLLOWING COMPETENCIES:

- **Commitment to Values:** Demonstrates leadership and collaborative behaviors and actions that support CSN values.
- **Student Success Focus:** Makes decisions that support a student-first culture. Focus on priorities that place students at the center of the institution's work.
- **Strategic Planning:** Develops a vision for the future and creates a culture in which the long-range goals can be achieved.
- **Diversity, Equity & Inclusion:** Demonstrates behaviors that convey the importance of diverse lived-experiences and using an equity lens to guide decisions. Develops strategies and initiatives that value and promote the DEI goals of the college. **Organizational Design:** Understanding that the changing landscape of higher education drives changing components, or the organizational structure, based on emerging trends and issues for student success.
- **Institutional Culture:** Seeks an understanding of the institution's culture while creating strategies that build on the past and present to address the future.
- **Change Catalyst:** Ability to encourage others to seek opportunities for different and innovative approaches when addressing problems and opportunities. Uses data and research to guide the college progress and growth.
- **Data Informed Culture:** Continue to identify opportunities to refine data collection on outcomes that enhances the decision-making capacity for the institution.
- **Communication:** Effectively communicates ideas and information to a variety of constituency groups. Engages in courageous conversations.
- **Motivation:** Ability to inspire oneself and others to reach goals and/or perform to the best of their ability.
- **Coaching:** Serve as a coach and mentor to emerging leaders to strengthen the leadership pipeline.
- **Shared Governance:** Engage with different stakeholders to gain insight into decisions that have the potential to affect them.
- **Strategic resource allocation and divisional budget development:** Directs development and monitoring of the College's annual budget of approximately \$ M general fund. Prioritizes funds and ensures that the college's resources are aligned to support college strategies.
- **Local, State & Federal Policy:** Knowledge of local, state, and federal policies and an understanding of how the policies impact college operations and priorities. Advance efforts to redesign strategies to get the necessary outcomes and to come in compliance with policies.



North Las Vegas Campus

# APPLICATIONS, NOMINATIONS, AND INQUIRIES

Academic Search is assisting The College of Southern Nevada with this search. Applications, nominations, and expressions of interest may be submitted in confidence to [CSNVPFA@academicsearch.org](mailto:CSNVPFA@academicsearch.org). When submitting a nomination please include the nominee's name, position, institution, and email address.

Prospective candidates are encouraged to arrange a confidential conversation with Senior Consultant Dr. Eric Richtmyer at [eric.richtmyer@academicsearch.org](mailto:eric.richtmyer@academicsearch.org) or by phone at 202-332-4049.

**To apply, a candidate should submit (in three separate attachments---PDF format preferred):**

- 1) a substantive letter of intent addressing how the candidate's experiences match the position requirements;
- 2) a current CV/resume; and
- 3) a list of five professional references with complete contact information. No references will be contacted without the explicit permission of the candidate. Inquiries, nominations, and applications should be submitted electronically and in confidence to [CSNVPFA@academicsearch.org](mailto:CSNVPFA@academicsearch.org).

The position will remain open until filled, but only applications received by February 15, 2025 will receive full consideration. The base of the salary range for this position is \$181,000. The actual salary is negotiable and will be based on experience and qualifications.

CSN is committed to providing a place of work and learning free of discrimination on the basis of a person's age (40 or older), disability, whether actual or perceived by others (including service-connected disabilities), gender (including pregnancy related conditions), military status or military obligations, sexual orientation, gender identity or expression, genetic information, national origin, race (including hair texture and protective hairstyles such as natural hairstyles, afros, bantu knots, curls, braids, locks and twists), color, or religion (protected classes). Learn more about the College of Southern Nevada at [www.csn.edu](http://www.csn.edu).

