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The Vice President for Finance and Administration (VPFA) at Heartland Community College (HCC) is an opportunity for a strategic, creative steward of resources—financial, human, facilities, technology—to play a leadership role in pursuit of an ambitious, student-centered and community-focused college vision. HCC seeks an individual of deep integrity who demonstrates a commitment to inclusion, equity, and diversity along with enthusiasm for the College’s values.

A strong institution approaching its 30th anniversary, HCC has grown in enrollment, offerings, and stature as it has consistently applied itself to its mission: “Heartland provides accessible, innovative learning opportunities and resources that enrich our community.”

These first decades have been about establishing the groundwork for success—building the physical infrastructure, establishing a responsive and strong portfolio of academic, co-curricular, and community education options, hiring faculty and staff, etc. That foundation is firmly in place, with a modern campus and two additional sites, appropriate technology to facilitate learning and operations, a talented and committed faculty and staff, and robust financial health validated by a Standard & Poor’s rating of AA+++ the same rating held by the Federal Government.

The next VPFA will have the chance to build upon that foundation, striking a balance between continuity in the many areas functioning well and change in response to—or better yet, anticipation of—emerging opportunities and threats related to student success and the vitality of the local community. That work will be undertaken in the context of a remarkably dynamic external environment made even more uncertain by the arrival of COVID-19. Equally important, this work will be carried out within a community that approaches this environment and its future with the collegiality and determination for which HCC is known.
HISTORY

Founded in 1991, Heartland is the youngest community college in the state of Illinois. Serving District 540 running along the I-55 corridor from Logan County in the south to Livingston County in the north, Heartland initially served students via classrooms in high schools, churches and shopping malls interspersed throughout Bloomington-Normal, Illinois.


Heartland’s enrollment and campus facilities experienced major growth between 2003 and 2010. During this period, the campus added the Workforce Development Center, a new Child Development Lab, the Fitness and Recreation Center, the Instructional Commons North, the Astroth Community Education Center and expansions to the existing Student Commons Building and Instructional Commons Building. An athletics program featuring softball, baseball and men’s and women’s soccer was established during this time. In 2010, the Challenger Learning Center—one of only about 40 such centers worldwide—moved to Heartland’s campus.

HEARTLAND COMMUNITY COLLEGE TODAY

Heartland is an open-enrollment, comprehensive community college. With three regional campuses, Heartland had a Fall 2019 enrollment of just under 5,000 credit students and nearly 13,000 non-credit students. With more than 50 programs of study and over 50 student clubs and organizations, Heartland provides a supportive, values-based environment to help students get the most out of their college experience. Additionally, Heartland is the community resource for local High School Equivalency (HSE) and English as a Second Language (ESL) programs. Heartland is home
to the International Institute of Teaching and Learning, which has provided training to more than 225 faculty from China since its formation in 2012.

Heartland provides extensive continuing education programming to meet the personal enrichment and professional learning needs of the College’s district. Offerings include Kids@Heartland, professional development, and customized training for organizations.

Heartland launched its competitive athletics program in 2007 with baseball, softball and men’s and women’s soccer teams. In 2020, the athletics program added four sports including men’s golf, women’s volleyball, and men’s and women’s cross country. They are part of the Mid-West Athletic Conference and compete in Region 24 of the National Junior College Athletic Association (NJCAA). Heartland Community College will launch a varsity esports team beginning in the fall of 2020.

Heartland’s Normal campus sits on 250 acres, boasts state-of-the-art technology and impressive facilities. An additional 90+ acres of undeveloped Heartland owned land sits on the western edge of campus in the event future expansion is merited. The Chronicle of Higher Education named Heartland a “2016 Great College to Work For” in the category of “Facilities, Workspace and Security.” With an eye to sustainability, Heartland is also home to a commercial grade wind turbine and Illinois’ first state-funded LEED-certified green building, as well as Sustainable Energy Systems degree and certificate programs. Heartland Community College Lincoln is located on the west side of Lincoln, IL and Heartland Community College Pontiac located in downtown Pontiac, IL.

Heartland’s total annual budget is more than $70 million, with primary revenue sources being tuition and fees, local property taxes, and state support. It employs nearly 300 full-time and almost 500 part-time employees. While student enrollments in both the higher education sector and at Heartland have declined in recent years, Heartland’s enrollment relative to many other Illinois community colleges has been more stable. Its financial position is also strong and the College maintains a credit rating of AA+ from Standard and Poor’s.

The Heartland Community College Foundation is the steward of $7.5 million in assets with an endowment fund of nearly $6 million. The Foundation awards over $500,000 in scholarships annually, while also providing $250,000 in support of faculty and programs every year.

Heartland has a history of fostering creative partnerships in response to community needs. The Normal campus is home to the Challenger Learning Center, an Illinois National Guard Readiness Center, the Corn Crib baseball complex, McLean County Traffic Safety School, and the McLean County Law and Justice Commission Mobile Training Unit #8 (law enforcement training). College leadership is highly engaged in the community through service on various boards and in regional planning initiatives.
ABOUT THE COMMUNITY

Bloomington-Normal (BN) is a vibrant community offering a high quality of life and traditional Midwestern lifestyle and values. BN is located in Central Illinois, midway between Chicago and St. Louis. It boasts one of the youngest, most educated and talented workforces in the Midwest. One of the fastest growing metropolitan areas in Illinois, BN has been named “one of the best” for families, singles and businesses by the Milken Institute. In addition to Heartland Community College, BN is the home of Illinois State University, Illinois Wesleyan University, and Lincoln College-Normal. According to Business Insider, BN ranks in the top 10 Top College Towns thanks to the quality of life and professional opportunities for students.

BN sits in one of the most productive agricultural areas in the nation, but the local economy is diverse. It includes corporate headquarters for State Farm Insurance, COUNTRY Financial, Afni, Growmark, BEER NUTS, Biaggi’s, and Destihl Brewing. BN has a variety of manufacturers including Rivian Motors, Brandt Industries, Bridgestone Americas and Ferrero Candy Company. The area boasts an excellent transportation network with access from Interstates 39, 55 and 74, as well as daily Amtrak service and flights through the Central Illinois Regional Airport.
VISION
Leading our community to lifelong learning and success.

MISSION
Heartland provides accessible, innovative learning opportunities and resources that enrich our community.

Value Statements
• We are learner-centered, focused on creating a personalized path to success for each holistic learner.
• We inspire an upbeat, can-do attitude, empowering our students, our communities, and each other to fully actualize our potential.
• We support professional development of all employees so that we may continually adapt and improve.
• We are all partners in the success of the organization, boldly embracing current and future options that will empower our students and communities.
• We respect all individuals; civility, collegiality, and the highest standards of professionalism characterize Heartland’s daily environment.
• We are proud of our College’s quality but always seek improvement.
• We practice ethical decision-making and responsible use of environmental, financial, and community resources to promote a sustainable future.

COLLEGE-WIDE PRIORITIES & GOALS
Heartland Community College strives to foster a culture of data-informed continuous improvement to attain its priorities and goals.

Promote Student Success
1. Increase percentage of students progressing toward and completing their educational and career goals.
2. Improve student satisfaction.
3. Increase student achievement of the College’s Essential Competencies.

Ensure Resource Stewardship
1. Improve employee satisfaction.
2. Maintain or increase the College’s financial health.
3. Maintain or increase value of the College’s physical assets.

Serve as a Community Resource
1. Meet emerging workforce needs through education and training programs.
2. Fulfill unmet community demand for personal enrichment and professional learning.

Model Effective Communication, Collaboration and Transparency
1. Intentionally obtain and incorporate employee input.
2. Improve internal dissemination of information.
3. Share resources, responsibilities and results to achieve college-wide goals.

FAST FACTS
GENERAL INFORMATION
Fall 2019 credit students: 4,974 (unduplicated)
FY19 non-credit students: 12,614 (unduplicated)
Average student age: 24
First generation students: 22%
Minority enrollment: 30%
1 year’s full-time tuition and fees: $4,740 (30 credit hours)
Student-teacher ratio: 19:1
Programs of study: 14 degrees and 31 certificates
College locations: Normal, Pontiac and Lincoln
Students receiving financial aid: 61%

EMPLOYEES
Full-time faculty: 84
Full-time staff: 214
Part-time faculty: 170
Part-time staff: 213
Non-credit Instructors: 98
Total Employees: 779

OPERATING REVENUE SOURCES
Tuition: 50%
State support: 8%
Local support: 35%
Federal and other: 7%
GENERAL RESPONSIBILITIES:
The Vice President for Finance and Administration reports to the College President and is a member of the executive leadership team, working collaboratively with all areas of the College to meet district goals. The Vice President is the chief business and financial officer of the College; providing leadership, supervision, guidance and direction for the planning and operations of the College’s fiscal, human resources, administrative services, information technology, risk management, safety and security, environmental and institutional sustainability, and facilities functions.

REQUIRED QUALIFICATIONS:
1. Master’s degree, preferably in business or another related discipline applicable to the responsibilities of the position.
2. At least five years of successful leadership, supervision, and financial management experience in one or more of the following areas: fiscal services, human resources, administrative services, information technology, or facilities management.
3. Demonstrated ability to work with varied stakeholders both internal and external to the College.
4. Strong managerial, organizational, and motivational skills.
5. Excellent Interpersonal, oral, and written communication skills to interact effectively and give presentations to various constituencies, and to communicate complex financial, facility, safety and business services topics.
6. Demonstrated commitment to the College values and equity, inclusion and diversity.
DESIRED QUALIFICATIONS AND CHARACTERISTICS:

1. Leadership experience in higher education, especially in community colleges.
2. Managerial experience in a collective bargaining environment.
3. A leadership style marked by integrity, credibility, collaboration, accessibility, creativity, and transparency.
4. A sound grasp on data management and the ability to distill information to inform communication and decision-making.
5. Familiar with use of current best practices in financial management and technology to support operations, learning, and personnel

ESSENTIAL FUNCTIONS AND DUTIES:

1. Responsible for setting the vision, direction and providing leadership for functions within the Finance and Administration organizational unit, including fiscal and administrative services, facilities management, human resources, information technology, risk management and public safety, and environmental and institutional sustainability.
   a. Oversee the development and implementation of operational plans within the unit consistent with the strategic plan of the College.
   b. Provide leadership in recruitment, selection, evaluation, and development of key staff.
   c. Ensure proper budgeting, accounting, contracting, staffing, reporting, and management practices.
2. Provide leadership and oversight of financial matters and budgeting.
   a. Serve as the principal advisor to the President on matters of finance and general operations of the College and operating policies and procedures.
   b. Direct and coordinate the preparation of the College’s annual budget, the annual financial audit, the three-year financial plan, the three-year capital improvement plan.
   c. Assess College property tax needs and prepare tax levy requests for Board approval.
   d. Oversee activities and assets associated with public fund investments.
   e. Assure that sufficient funds are available for the College to maintain a positive cash flow.
   f. Provide leadership for the policies and practices related to the securing, maintaining and inventory control of all capital assists.
   g. Establish and maintain a risk management program designed to minimize potential losses, and serve as the responsible party for risk management matters including College safety and security considerations, auditing, insurance, and procurement.
   h. Serve as Treasurer of the District upon appointment by the Board of Trustees and as a member of the Board Finance committee.
   i. Provide financial and administrative assistance to the Heartland Community College Foundation by serving as its Secretary/Treasurer.
3. Provide leadership and oversight of Human Resources functions.
   a. Guide the administration of employee benefits and compensation programs.
   b. Oversee strategies to ensure effective recruitment, development, employment and retention of competent personnel.
   c. Guide administration of retirement savings plans.
   d. Ensure adherence to Collective Bargaining Agreements.
4. Provide leadership and oversight of College facilities that provide learner-centered environments that are innovative, engaging and safe.
   a. Guide and support the development and implementation of the College Facilities Master Plan for submission through the President to the Board of Trustees.
   b. Ensure a safe environment for students and employees through development and oversight of a comprehensive public safety and security program.
   c. Direct College sustainability efforts through the development and maintenance of an environmental and institutional sustainability plan while fostering internal and external partnerships to promote innovative practices and policies.
   d. Provide leadership for the development of the College Emergency Operation Plan for submission through the President to the Board of Trustees.
5. Provide leadership and oversight of College Information Technology programs and services that foster innovation, creativity, and support for the College community.
   a. Ensure information architecture, policies, standards, practices, and training are in place to secure and protect College assets, information, and data.
   b. Provide leadership for the development and implementation of the Technology Plan for submission through the President to the Board of Trustees.
   c. Ensure effective institutional research operations and practices to support College needs.
   d. Serve as the College representative on the CIRBN (Central Illinois Regional Broadband Network) Board.
6. Ensure institutional compliance with all federal, state and local laws and regulations and reporting requirements.
7. As a member of the executive leadership team, contribute significantly to policy development and major strategic planning and resource allocation decisions.
8. Promote a culture of collaboration and cooperation with other members of the College community to ensure integrated and coordinated operations.
9. Keep abreast of new developments and maintain a creative and receptive attitude toward change. Support continuous improvement of operations and services consistent with the College commitment to student success.
10. Serve as the College’s Freedom of Information Officer.
11. Attend meetings of the Board of Trustees, the Cabinet, and others as appropriate and prepare recommendations and supporting documentation as needed.
12. Represent the College in local, state, and national professional organizations, and establish linkages with appropriate local, regional, and state resources and agencies and public groups.
LEADERSHIP AGENDA
Heartland Community College seeks a Vice President for Finance and Administration who will build on a strong foundation in pursuit of its forward-looking strategic vision. While the institution is on sound footing and a number of important initiatives are underway, this is not a “status quo” position. Under the leadership of the president and Board, guided by the priorities articulated in the College’s strategic plan, and in the context of a rapidly changing external environment, the successful VPFA will sustain productive current practices and will seek to make substantial progress in a variety of different areas. Among those key priorities:

• Expand institutional financial health in pursuit of college goals. A combination of sound stewardship, the support of the HCC Foundation and the local community, and a robust multiple-year forecasting system have resulted in the strong financial position noted earlier. While these advantages can continue to be leveraged, the next VPFA must apply them in a setting where the College’s key revenue drivers (net tuition revenue, local property taxes, and state support) may all face downward pressure in the short-term as a result of demographic and economic trends. The successful candidate will be adept at optimizing use of existing resources, identifying additional revenue streams and innovative financing options, and meaningfully engaging with multiple stakeholder groups to chart a sound, sustainable financial course to realize the college vision.

• Complete development and begin implementation of a facilities Master Plan. The College is in the process of finishing development of its next campus Master Plan and will next articulate a timeline and sequencing for these projects. The VPFA oversees three areas that are essential to both planning and execution—facilities, finance, and information technology. Implications for these areas are wide-ranging, including (for example) the logistics and staging of projects, design elements that advance financial and environmental sustainability as well as facilitating ever-growing use of technology, and securing funding and financing options. Working with the President and the Board, the successful candidate will lead a process that translates this plan into action in a manner that advances the college vision, effectively utilizes and stewards resources, and can be put into operation.

• Strengthen Institutional Technology as an asset to be aggressively deployed in support of learning and operational efficiency. Campus technology and infrastructure are sound—classrooms, offices, etc. have the appropriate technology they need to do their jobs, and faculty, staff, and students have largely been able to navigate the unexpectedly sudden move to a remote working and learning environment. Data security and system redundancy are essential to the functioning of the College, and the VPFA will ensure that sufficient steps are in place to ensure data integrity and contingencies that allow for continuing operations under any circumstances. The future demands rapid and wellimplemented responses to emerging needs and opportunities as well as identification of ways in which technology can further facilitate learning, student success, and business processes. The successful candidate will nurture an environment in which technology is a primary means to enhance organizational effectiveness and student success and one known for quick and thorough execution.

• Advance a legacy of credibility and trust. The VPFA plays a central role in decisions that have an impact on a wide variety of stakeholder groups, at times raising difficult issues. The successful candidate will be a person of clear integrity whose focus on long-term institutional health and vitality is evident through both words and actions. They will be able to communicate with clarity, conviction, and empathy to both internal and external audiences. As a member of the senior leadership team and a key advisor to the President, the Board, and the Foundation, the VPFA will serve as an important voice ensuring that dreams and aspirations are appropriately grounded in reality. In addition, the VPFA will be a visible leader who will be expected to engage in the civic life of the local community.
The search is being assisted by Academic Search, Inc. To arrange a confidential conversation about this position please contact the senior consultant managing the search, Dr. Scott Flanagan ([scott.flanagan@academicsearch.org](mailto:scott.flanagan@academicsearch.org)) or 608-712-2770.

While the position is open until filled, applications received by **June 15, 2020** are assured full consideration.

To apply, a candidate should prepare a thoughtful letter of interest no longer than three pages addressing the leadership agenda and the required and desired qualifications. Include also a current, long-form resume or curriculum vita (showing relevant administrative responsibilities and accomplishments) and the names, phone numbers, and addresses of at least five professional references, with an indication of the candidate’s relationship to each reference. References will not be contacted until a later stage in the search, and only with the candidate’s foreknowledge.

Nominations and application materials should be sent to [HeartlandVPFA@academicsearch.org](mailto:HeartlandVPFA@academicsearch.org).

**HCC is an Equal Opportunity Institution**
Heartland Community College affirms the value of diversity among students and employees. The College provides equal educational opportunities to all students and equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, gender, sexual orientation, national origin, age, disability, marital status, status as a veteran, or any other protected status under federal, state or local laws. This policy applies to all terms and conditions of enrollment and employment.
ABOUT ACADEMIC SEARCH

Academic Search, Inc. is assisting Heartland Community College in this work. For more than four decades, Academic Search has offered executive search services exclusively to institutions of higher education. Academic Search was founded on the principle of strengthening higher education leadership through professional search services. We are the only search firm in the nation with a formal relationship to a premier leadership development program. As the subsidiary of the American Academic Leadership Institute (AALI), Academic Search provides substantial financial support to a number of leadership identification, development, and support programs across all sectors of public and private higher education. For more information, visit http://www.academicsearch.org/.

Committed to identifying and DEVELOPING LEADERSHIP by providing the highest level of search to our clients and assisting in ENRICHING THE PIPELINE of potential leaders in higher education.