

SEARCH PROFILE:

VICE PRESIDENT, FINANCE
AND ADMINISTRATION



FRONT RANGE
COMMUNITY COLLEGE

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Front Range Community College (FRCC) invites inquiries, nominations, and applications for a Vice President of Finance and Administration (VPFA). President Colleen Simpson 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 finance and administration and the ability to build a culture of trust and transparency.



ABOUT FRONT RANGE COMMUNITY COLLEGE

Front Range Community College (FRCC) focuses on the success of more than 27,000 students annually in classes for college credit, and more than 5,000 people each year in business training and continuing education. The college has three campuses in communities, from Denver's north metro area to Colorado's border with Wyoming.

FRCC is the No. 1 transfer institution for the University of Colorado Boulder and Colorado State University and a major transfer school for other Colorado colleges and universities. Studies from the four-year institutions show FRCC students do as well as—or better than—students who started there. FRCC also has special transfer agreements with Colorado School of Mines, Regis University, and other institutions. Our students transfer all over the US, including transfers to universities such as Cornell and Duke.

Our commitment to career/technical education is reflected in the more than 20 certificate or Associate of Applied Science programs with state, regional, and/or national accreditation. Through these programs, we train students for immediate employment and careers in more than 35 high-demand fields. FRCC has earned continued accreditation from the Higher Learning Commission. The accreditation report commended FRCC for providing "high-quality education, wherever and however its offerings are delivered."

LEADERSHIP

Dr. Simpson assumed the presidency at FRCC in August 2022, bringing with her extensive experience in higher education. Her background includes roles in enrollment management, student affairs, academic affairs, teaching, and leadership. Prior to joining FRCC, she served as the Vice President of Student Services and Regional Learning Centers at Northeast Wisconsin Technical College, where she focused on academic innovation, student-centered experiences, and addressing regional educational and workforce development needs. Earlier in her career, at Bronx Community College, part of the City University of New York (CUNY), she led efforts to enhance student access, engagement, and degree completion. Dr. Simpson holds an EdD in educational leadership, administration, and policy from Fordham University, an MSEd in higher education administration and a BBA in international marketing from Baruch College within the CUNY system.



**Colleen Simpson, EdD,
College President**

ABOUT FRONT RANGE COMMUNITY COLLEGE (CONT.)

ONE COLLEGE: REIMAGINING OUR FUTURE

“One College: Reimagining our Future” is an ambitious initiative undertaken by FRCC to reshape the institution’s trajectory. Under the guidance of the President and her Cabinet, and in collaboration with directors, deans, faculty, and staff across the college, we are redefining and realigning key leadership roles and their associated departments. The overarching aim of this endeavor is to foster a cohesive, unified culture, promoting greater operational efficiency and consistency across all three campuses. This strategic transformation is geared towards enhancing the overall experience, making FRCC more accessible for students and employees.

AN EMERGING HISPANIC SERVING INSTITUTION

FRCC currently serves a large number of Latinx students, who make up more than 25% of FRCC’s student body. The college is working to officially become a designated Hispanic Serving Institution (HSI). Becoming an HSI is an intentional commitment to being a college where Latinx students thrive. FRCC’s mission is to enrich lives through learning—for all our students equitably.

ONE COLLEGE, THREE LOCATIONS + ONLINE

At FRCC, we make affordable, high-quality education convenient for our students. We have three campus locations—Boulder County, Larimer, and Westminster—each with unique characteristics and program offerings. We also provide robust online offerings to help make education even more accessible.

Each campus location provides exceptional educational opportunities and immerses students in unique communities, each with its own distinct character and charm.

Ranked one of America’s Top Online Colleges in 2023 by *Newsweek*, FRCC offers 48 programs that students can complete entirely online. Our online faculty are experts at teaching in a virtual environment. We also provide student support—from technology tools to an online student union to free online tutoring— to ensure our students stay on track.

BOULDER COUNTY CAMPUS

Nestled against the stunning backdrop of the Rocky Mountains, the Boulder County Campus is located in one of Colorado’s most picturesque regions. Boulder County is known for its vibrant cultural scene, progressive values, and a strong commitment to environmental sustainability. Here, students can engage in a diverse and inclusive community known for its active outdoor lifestyle, tech-savvy entrepreneurship, and access to numerous hiking and biking trails.

LARIMER CAMPUS

Located in Larimer County, our Larimer Campus finds its home in the dynamic city of Fort Collins. Larimer County offers a blend of urban conveniences and the scenic beauty of Northern Colorado. Fort Collins is famous for its vibrant music scene and a welcoming atmosphere. The community places a high value on education, making it an ideal environment for students looking to immerse themselves in both academic pursuits and the vibrant local culture. The Larimer Campus is a hub of educational excellence in this dynamic and forward-thinking community.

WESTMINSTER CAMPUS

The Westminster Campus is strategically located in the northwest Denver metropolitan area, providing students with access to the bustling urban life that defines Colorado’s capital city. Westminster, a vibrant suburban community, offers diverse cultural experiences, from shopping and dining to art and entertainment. This area is known for its job opportunities and business growth, making it an attractive destination for career-focused individuals. The Westminster Campus serves as a gateway to a world of possibilities, bridging the gap between higher education and Denver’s vibrant cityscape.

“I absolutely loved the people on campus. The age range was different – it was broad. People came from all different backgrounds, from high school students to older married students with families. They didn’t have to be there – it was their choice.”

– Reece Moellenhoff.





QUICK FACTS

- 3 Campuses – Boulder County, Larimer, and Westminster campuses
- 48 Online Programs – 28 degree and 18 certificate programs that can be completed fully online
- #1 Transfer Institution with 30 guaranteed transfer programs – The top transfer institution for CU-Boulder CSU, Colorado Mesa University and CSU Global
- Average class size – 15
- \$31 million in scholarships and grants given
- Ranked one of America’s Top Online Colleges in 2023 by *Newsweek*

CAMPUS COMMUNITY (FALL 2023)

Undergraduate enrollment – 11,942
 Concurrent (high school students) – 7,958
 Student to faculty ratio – 18:1
 Average class size – 16
 Classes taught by full-time faculty – 42%

STUDENT DEMOGRAPHICS

Gender

Female – 59%
 Male – 41%

Ethnicity

Two + Race – 4%
 American Indian – 1%
 Asian – 4%
 Black – 2%
 Latin(x) – 27%
 Unknown – 1%
 White – 58%
 International – 2%

Other

First Generation (neither parent earned a bachelor’s degree) – 48%
 New students – 25%
 Transfer-in students – 14%
 Continuing & readmit students – 62%
 Median Age – 22
 Youngest – 16
 Oldest – 80

“I’m confident that I would not have finished my bachelor’s degree if I hadn’t started at FRCC. I can’t say enough good things about my experience.”

– Zoey Hesnault-Thalken.

RETENTION AND GRADUATION

First Year Retention

Full-time students – 54%
 Part-time students – 40%

Three-Year Graduation Rate

Full-time students – 35%
 Part-time students – 16%

Transfer Rate (AA/AS/AGS students) – 20%

COST OF ATTENDANCE

<u>Expense</u>	<u>In-State</u>	<u>Out-of-State</u>
Tuition	\$3,940.80	\$16,173.80
Fees	\$200	\$200
Books & Supplies	\$1,460	\$1,460
Room & Board	\$14,679	\$14,679
Misc. Expenses	\$7,715	\$7,715

FINANCIAL AID

<u>Type of Aid being Received</u>	<u>% Receiving</u>	<u>Average Amount</u>
Full-time students (grants)	38%	\$5,213
Full-time students (loans)	24%	\$5,601

ACCREDITATION

College Accreditation – Higher Learning Commission
 Program Accreditation – All programs listed in the college catalog are approved by the State Board for Community Colleges and Occupational Education (SBCCOE), the Colorado Department of Higher Education (CDHE), the Colorado State Approving Agency for Veterans Education and Training, and the Higher Learning Commission (HLC). In addition to college accreditation, many FRCC programs have additional program accreditation, recognition, and/or approval by State Departments and/or National Associations.



LEADERSHIP PROFILE

As a key member of the President's Cabinet, the Vice President, Finance & Administration (VPFA) will provide strategic oversight of fiscal and business operations. As part of the One College: Reimagining our Future Initiative, the VPFA will align FRCC's identity with its finances, be a good fiscal steward of its resources, and guide how FRCC allocates its budget.

As a member of the President's Cabinet, the VPFA will guide all fiscal matters and must be a highly effective communicator internally and externally. The VPFA will also ensure that fiscal and budgetary policies and procedures align with the College's mission and strategic direction.

The VPFA will provide leadership to a recently created team in the areas of Controller, Director of Budgets & Business Operations, and Director of Contracts and Purchasing.

The College operates under a \$120 million budget, broken out between 8 divisions, 30 departments, and 315 organizations. There is a restricted fund activity of \$50 million and approximately 100 grants. Depreciable and non-depreciable capital assets are valued at \$250 million. FRCC receives approximately \$80 million in cash receipts from tuition and fees from approximately 20,000 students and third-party payers.

ROLE OF THE VICE PRESIDENT, FINANCE AND ADMINISTRATION

Building a culture of responsible fiscal management across all campuses will be a critical skill of the VPFA. Assessing current policies and processes through the business and financial lens will provide the new VPFA with 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.

FRCC consists of three campuses with varying auxiliary structures and expenditures. The new VPFA will provide financial and administrative oversight to ensure healthy fiscal structures and compliance with procedures and

policies. The Office of Finance and 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.

FRCC is in a healthy position, having spent \$160 million in the last 15 years improving facilities and new construction. The college's facilities are on par with some four-year colleges in the state. The new VPFA will lead the planning and policy adherence oversight to ensure future planning for finance and administration aligns with FRCC's swift and strategic growth.

The VPFA will develop and advise the President's Cabinet and college leadership on short- and long-term institutional planning and provide information and research to support strategic decision-making.

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 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. The VPFA will have a strong business and administration background and the ability to build a culture of trust and transparency.

“At FRCC the teachers knew who you were, and were willing to stay after class and help you. They definitely give you the attention you need.”

– Monica Martinez.

LEADERSHIP PROFILE (CONT.)

ESSENTIAL FUNCTIONS:

Administrative Operations

- Shapes college strategy and policies as an advisor to the President and member of the President's Cabinet. Key advisor on financial planning, translating goals and vision into action plans.
- Provides strategic direction and leadership for departments of responsibility, ensuring that each department supports the college's mission and vision for student success, has strong department-level leadership, and operates efficiently and effectively.
- Addresses key opportunities and challenges to help ensure FRCC's ongoing success, including leading FRCC's business and financial affairs divisions with transparency, stability, and open communication.
- Ensures that all departments of responsibility develop and implement strategic plans, objectives, and priority initiatives rooted in equity and inclusion.
- Ensures that all departments of responsibility provide excellent service to their customers, including students, faculty, staff, guests, visitors, and other community stakeholders.
- Works with the Colorado Community College System (CCCS) to understand policy and strategy.
- Provides innovative strategies and stays on top of national trends and new solutions to issues.

People Management and Development

- Provides student-centered leadership that values inclusive excellence and promotes equity.
- Develops and implements short- and long-term departmental goals, monitors performance, and provides timely feedback to enhance professional development.
- Drives collaboration, communication, and consistency among all departments.
- Creates a community culture and develops relationships with people of diverse identities, perspectives, and cultural backgrounds across the college.

Financial Management

- Ensures the college has an effective revenue and expense forecasting model that supports its long-term financial health and a budgeting process that fairly allocates college resources, maintains proper expenditure controls, and provides managers with timely and useful information.
- Directs all fiscal affairs of the college, ensuring accurate and complete accounting of all college financial transactions and compliance with federal, state, CCCS, and college budgetary policies.
- Ensures all purchasing and contracts comply with federal, state, CCCS, and college policies and statutes and that FRCC has effective internal controls on cash handling, inventory, expenditure approvals, and all related activities.
- Provides guidance and assistance to all college departments on general business operations and issues.

Department Leadership

- Guides the Finance and Administration department in ensuring accurate and compliant financial operations. Directs financial reporting, audits, and compliance with fiscal policies, promoting transparency and accountability.
- Leads the Budgets and Business Operations team, driving effective resource allocation and financial planning, managing budget creation, monitoring and reporting, and fostering prudent fiscal decisions across the college.
- Provides direction for the Contracts and Procurement department, managing purchasing processes and vendor relationships. Ensures that contracts align with college goals, policies, and regulations, optimizing value and minimizing risk.

“I’ve had the best time at FRCC. It’s just so cool how many opportunities are here in this smaller school setting.”

– Quinlyn Sloan.



LEADERSHIP PROFILE (CONT.)

Qualifications

- Master's degree in a business program from an accredited institution or equivalent combination of degree and experience.
- Significant years of 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.
- 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 procurement.
- Experience with Enterprise Resources Systems – knowledge of financial platforms.

REQUIRED COMPETENCIES:

Commitment to Values:

Demonstrates leadership and collaborative behaviors and actions that support FRCC 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.

"I would highly recommend starting at FRCC. I got a great foundation from my instructors for a four-year university."

– Giovanni Hernandez.

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 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.

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 \$120M general fund. 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.





APPLICATIONS, NOMINATIONS & INQUIRIES

Academic Search is assisting Front Range Community College with this search. Prospective candidates may arrange a confidential conversation with Senior Consultant Ms. Kate Nolde by booking [here](#). Please send a CV prior to your call to kate.nolde@academicsearch.org.

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 FrontRangeVPFIN@academicsearch.org. When submitting a nomination, please include the

nominee's full name, title, position, and email address. The position will remain open until filled, but only applications received by **Thursday, September 19, 2024, will receive full consideration.**

The anticipated salary is \$137,700 - \$151,470 annually.

The College provides equal employment opportunities without regard to race, color, religion, sex/gender (including pregnancy), sexual orientation, gender identity, national origin, age, disability, marital status, veteran or active duty military status, familial status, height, weight, genetic information or any other status protected by applicable law.

To learn more about FRCC Non-Discrimination policies, please click [here](#).

Learn more about Front Range Community College at www.frontrange.edu.

ABOUT ACADEMIC SEARCH

Academic Search is assisting Front Range Community College in this work. For more than four decades, Academic Search has offered executive search services to higher education institutions, associations, and related organizations. Academic Search was founded by higher education leaders on the principle that we provide the most value to partner institutions by combining best practices with our deep knowledge and experience. Our mission today is to enhance institutional capacity by providing outstanding executive recruitment services, executive coaching, and transition support, in partnership with our parent organization, the American Academic Leadership Institute.

