



Vice Chancellor of Business, Finance, and Administrative Services

The University of Wisconsin – Stout invites applications and nominations for the position of Vice Chancellor of Business, Finance, and Administrative Services.

University Overview

The University of Wisconsin-Stout offers a rich, dynamic, and collaborative environment in which to work and grow. UW-Stout is unique within the University of Wisconsin System--it is named after its founder, James Huff Stout, and holds the distinction of being *Wisconsin's Polytechnic University*, a designation which highlights our combination of applied learning, real-world experiences, and an integrated liberal arts foundation.

The university's 7,896 students, supported by 444 faculty and instructional academic staff and 721 non-instructional staff, can select from 50 undergraduate programs, 19 master's degree programs and four advanced degree programs: Ed.S. in Career and Technical Education, Ed.S. in School Psychology, M.F.A. in Design and Ed.D. in Career and Technical Education.

Applied learning incorporates tools to evaluate, create, and shape human comprehension and emphasizes "real world" and "hands on" learning experiences. At UW-Stout, there are three times more labs than classrooms. A focus on an integrated liberal arts approach develops critical thinking, complex problem solving, communication, and leadership skills while introducing students to a variety of academic disciplines.

Collaboration with partners is central to UW-Stout's polytechnic designation and success. At UW-Stout, all programs engage an external advisory committee and 100 percent of graduates participate in experiential learning that includes a range of options, such as capstone courses, co-ops/ internships, practicum, service learning, student teaching, field experiences, study abroad, and student research.

UW-Stout faculty enjoy opportunities for cross-disciplinary collaboration, state-of-the-art facilities, and a modern digital environment. UW-Stout values innovative approaches to solving problems in society and industry, and faculty are encouraged to maintain strong ties and seek collaborative projects within their disciplines and professions.

All undergraduate students participating in traditional, on campus-based programs are issued laptops. In addition to a strong undergraduate focus, UW-Stout has a variety of options to serve non-traditional students. More than 1600 students are enrolled in online or distance education courses. The university offers courses, certificates, certifications, and professional development education.

UW-Stout has a long and rich history of providing a distinctive array of innovative programs that produce graduates who are sought after in the workforce. The six-month post-graduation employment rate for UW-Stout graduates is 98.8 percent, with 87 percent of graduates working in their field of study. For more information about the UW-Stout community and region visit:

<https://www.uwstout.edu/about-us/our-community>.

The Division of Business, Finance, and Administrative Services

The Division of Business, Finance, and Administrative Services is committed to promoting the growth of students by providing quality programs, services, and facilities in collaboration with the University and community. The Vice Chancellor is responsible for advising the Chancellor on financial management, and working with faculty, staff, and community members to accomplish University initiatives. The Office consists of the following areas: Human Resources, Student Business Services, Accounting Services, Facilities Management, Safety and Risk Management, Purchasing and Materials Management, University Budget, and the Sustainability Office.

For more information about the Office of Business, Finance, and Administrative Services please use the following link: <https://www.uwstout.edu/about-us/meet-our-leadership/business-finance-and-administrative-services>.

Position Summary

Reporting directly to the Chancellor, the Vice Chancellor of Business, Finance, and Administrative Services serves in an executive position to provide leadership and administrative oversight for business and financial services, budget, facilities management, capital planning, human resources, safety and risk management, record stewardship, and sustainability coordination. As the Chief Business Officer, the Vice Chancellor works closely with other executive officers, deans, and directors, and interacts with faculty, academic staff, university staff, students, and community members to accomplish the many initiatives necessary to help lead Wisconsin's polytechnic university. The Vice Chancellor also collaborates with University of Wisconsin System leadership and staff regarding divisional operations and needs and serves as a strong advocate for the University of Wisconsin-Stout and its constituents.

The Vice Chancellor will play a significant role in developing a strategic vision for the Division of Business, Finance, and Administrative Services and identifying and deploying the resources necessary for campus-wide priorities to be successfully achieved. In doing so, the Vice Chancellor will engage the larger campus community in addressing needs and issues across the organization while ensuring that the seasoned leadership team in Business, Finance, and Administrative Services maintains a significant commitment to customer service and mission support. In working toward the University's strategic goals, the Vice Chancellor will have the opportunity to create and leverage new avenues of communication to outline institutional resource needs, constraints, and priorities with a level of transparency that will enable the campus community to understand the financial status and projections of the University.

The University is an important partner with the City of Menomonie, WI and the local community; and, the Vice Chancellor is a critical member of the campus team committed to accomplishing the institutional, regional and state-wide vision of the campus and the University of Wisconsin System. As a strategic advisor to the Chancellor and Provost, the Vice Chancellor makes recommendations regarding financial and administrative objectives, programs, policies, and practices to ensure both sound financial structure and physical environment for the University.

In order to achieve Chancellor Frank's ambitious vision for UW-Stout's future, the next Vice Chancellor will be a creative, solution-oriented entrepreneurial and forward-thinking individual whose personal mission resonates with UW-Stout's values and aspirations. The University will require effective and efficient solutions to resource utilization and infrastructure management as it integrates innovative approaches and best practices to that ensure operational processes align with and achieve goals.

Opportunities and Challenges

The next Vice Chancellor of Business, Finance, and Administrative Services will be expected to address the following challenges and opportunities:

- **Implementing UW Stout's New Vision** – The Vice Chancellor will have the unique opportunity to partner with the new Chancellor, the University's senior leadership team, and the campus community in implementing the University's new strategic plan. The planning process is currently under way and it is expected that the new strategic plan will be introduced to the campus community by April 2021.
- **Managing Existing and Identifying New Resources** – The Vice Chancellor will play an important role in identifying new revenue streams by supporting philanthropic initiatives, providing resources for new programs, and focusing on developing public-private partnerships and other external collaborations. The Vice Chancellor must be adept at exploring entrepreneurial opportunities for partnerships, communicating the importance of a polytechnic education to legislators and other key potential supporters, and leveraging existing University resources to meet institutional objectives.
- **Financial Planning and Forecasting** – The Vice Chancellor will lead the development of financial planning and projection tools that better integrate the needs of all aspects of the University. In doing so, these tools will allow University administrators to anticipate financial issues, explore innovative solutions in a proactive manner, and ultimately make decisions that are data-driven and responsive to current and future needs and trends.
- **Leading Positive Change** – The University has tremendous potential for future growth and the opportunity to explore new markets, but the processes, policies, procedures, and internal infrastructure relied on in the past may not be appropriate to support its heightened aspirations. The Vice Chancellor will lead and manage change across all levels within the Division of Business, Finance, and Administrative Services in an effort to streamline processes and procedures so that they are clear, consistent and efficient. Moreover, the Vice Chancellor will introduce new and innovative strategies for enhancing university operations while also ensuring they meet university, system, state, and federal requirements. In order to support progress, it will be necessary to reduce bureaucracy, evaluate organizational structures, increase entrepreneurial initiatives, and develop creative approaches to operations.
- **Enhancing Infrastructure** – The Vice Chancellor must be an innovative and assertive leader who is willing to explore new revenue streams, develop community and industry partnerships, and take calculated risks in order to strategically address the University's existing and emerging infrastructure issues. The Vice Chancellor must understand and support the balance between maintaining a high-quality teaching environment and providing the necessary infrastructure for achieving the University's strategic goals.
- **Building New Partnerships** – The Vice Chancellor will be required to function as an active and visible member of the local and campus communities and must be able to establish new and nurture existing relationships that will result in mutually beneficial alliances. The Vice Chancellor must be committed to working across all campus units and actively seek new opportunities for collaboration within the University and with external community partners. Open avenues of communication between these varied stakeholders will assist the Vice Chancellor and the University leadership in establishing

and leveraging new relationships and partnerships that will further elevate the University's stature locally and nationally and potentially lead to the creation of new revenue streams.

- **Developing and Retaining a High-Performing Team** – The Vice Chancellor will be responsible for overseeing a wide-range of functional units within the University. This will require an ability to lead and empower staff within the Division. The Vice Chancellor will support the professional development of staff and assist them in becoming leaders in their respective fields. Moreover, the Vice Chancellor will provide the leadership necessary to create an environment that encourages entrepreneurship, values collegiality, and rewards success.
- **Communication and Transparency** – The Vice Chancellor will be expected to create a culture within the Division committed to effectively and proactively communicating with a wide-range of internal and external constituents. Therefore, the Vice Chancellor will possess strong listening skills, the ability to engage stakeholders in meaningful discussions, and an openness in providing information about the decision-making process and how decisions will impact university stakeholders as it strives to fulfill its mission and achieve its goals.

Qualities and Attributes

The Vice Chancellor of Business, Finance, and Administrative Services will be a proven leader who is able to establish and maintain effective guidance to the Chancellor and with other internal stakeholders on business and financial tasks. A successful candidate will demonstrate ethical values, creativity, energy and will be committed to student success and the mission of UW-Stout as Wisconsin's Polytechnic University. The ideal candidate will:

- Effectively and efficiently administer the units organized as the division of Business, Finance, and Administrative Services;
- Understand the complexities of working in a resource-challenged environment and recommend strategies for short- and long-term data-driven decisions tied to informed budget modelling and financial planning;
- Collaborate effectively with other members of the executive leadership team with respect to planning and decision-making that crosses divisions.
- Possess the skills and mindset to propose, lead, and champion both necessary and innovative ways to plan and ultimately thrive in a post-COVID context;
- Understand how to function effectively within a university system, form partnerships, and participate confidently and in informed ways in promising initiatives;
- Lead difficult conversations with clarity, compassion, and consistency; and
- Be a trusted leader respected for their preparation, professionalism, innovative ideas, and solution-based approach.

Qualifications

The most successful candidate will possess:

- A bachelor's in accounting; finance, economics, business, public, or higher education administration, or related field;
- At least 5 years of progressive leadership experience relevant to the portfolio;
- Demonstrated understanding of and belief in the mission of UW-Stout as Wisconsin's polytechnic university;

- Ability to serve as a high-level advisor to the chancellor on issues of financial planning and forecasting;
- Experience in and commitment to the areas of strategic planning, policy and procedure development, and accountability;
- Proven ability to problem-solve and lead in a resource-challenged environment and recommend immediate and long-term solution-based strategies to the institutional leadership and the university community, and deliver results;
- Exceptional organizational and interpersonal skills and the ability to communicate effectively with a range of internal and external stakeholders;
- Proven ability to foster team building, promote professionalism and customer service, and build leadership capacity;
- Excellent time management skills and the ability to oversee multiple projects simultaneously with a focus on clarity, details, and deadlines;
- Demonstrated commitment to equity, diversity, and inclusion work resulting in tangible outcomes within an organization or institution; and
- Evidence of ethical and transparent leadership style.

Preferred Qualifications

- A master's or doctoral degree in accounting, finance, economics, business, public, or higher education administration; or related field;
- Work experience in higher education, government, or related field;
- Experience working in a public, post-secondary institution that is part of a larger university system;
- Experience working in a shared governance environment with student and faculty/staff;
- Experience developing public-private partnerships, as well as identifying and creating new revenue streams; and
- Demonstrated leadership and delivery capability in change and transition management.

Application and Nomination Process

The Search Committee will begin reviewing applications immediately and will continue to accept applications and nominations until the position is filled. Submission of materials via e-mail is strongly encouraged.

Applicants must submit a current curriculum vitae; a letter of interest describing relevant experience; and an equity, diversity, and inclusion statement that explains how the candidate supports such institutional efforts through the strategic enrollment management process. Nomination letters should include the name, position, and contact information for the nominee. All nominations and applications will be handled in confidence.



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As an equal employment opportunity and affirmative action employer, UW-Stout is committed to inclusive excellence and is actively seeking applications from individuals from diverse groups; veterans and individuals with disabilities.

An offer of employment is contingent upon the final candidate passing a criminal background check and a reference check process. The reference check process includes asking the final candidate and most recent supervisor questions regarding sexual violence and sexual harassment. Final candidates with previous employment within the UW System and State of WI agencies will be subject to additional reference checks.

A successful candidate must have authorization to work within the United States as required by the Immigration Reform and Control Act of 1986.

In response to a public records request, the University of Wisconsin System will not reveal the identities of applicants who request confidentiality in their online application, except that the identity of the successful final candidate will be released. See [Wis. Stat. sec. 19.36\(7\)](#).