



Profile for Associate Vice Chancellor/Chief Financial Officer Recruitment Presented to the Governing Board on February 24, 2021

The Contra Costa Community College District Governing Board has announced the search for a permanent Associate Vice Chancellor/Chief Financial Officer (AVC/CFO). Application and nominations period are from February 25, 2021, to (extended closing date) June 4, 2021.

About the Contra Costa Community College District

The Contra Costa Community College District (4CD) first opened its doors in 1949 and is one of the largest multi-college community college districts in California. 4CD serves a population of approximately one million people, and its boundaries encompass nearly all of the 734-square-mile land area of Contra Costa County. 4CD includes three community colleges– Contra Costa College, Diablo Valley College, Los Medanos College and two centers – San Ramon Campus and the Brentwood Center. The District Office is located in historic downtown Martinez and supports the mission and functions of the colleges.

The mission of 4CD is to transform lives by providing outstanding learning opportunities that nurture and empower all students to achieve their educational goals. The dedicated faculty, classified professionals and administrators at 4CD are committed to core values and action that promote excellence in learning and equitable student success. 4CD is committed to hiring and developing a diverse staff that understands cultural diversity in the academic environment promotes academic excellence; fosters cultural, racial and human understanding; provides positive role models for all students; and creates an inclusive and supportive educational work environment for its students, employees, and the community it serves.

4CD affirms that all individuals have inherent worth and dignity and are entitled to develop their full potential. 4CD is an integral part of the greater community and serves as a model of excellence providing education to help its students fulfill their dreams. 4CD maintains that its students will enjoy an improved quality of life, that communities will prosper economically and socially, and that families and neighborhoods will be strengthened when residents share a commitment to lifelong learning.

About the Colleges

Contra Costa College

Contra Costa College (CCC) is a dynamic, comprehensive community college with a diverse student population that has served the communities of West Contra Costa County for more than 69 years. Most of the 10,500-plus students who attend the college come from local communities, but many also come from neighboring communities and from countries throughout the world. The college offers certificates and degree programs in 70 areas as it prepares students for immediate employment and for transfer to four-year colleges and universities. Faculty and staff are proud to be affiliated with an institution that has a tradition of excellence and a reputation for educating students to live and work in a diverse global environment.

Diablo Valley College

Diablo Valley College (DVC) is committed to increasing student success. The college has distinguished itself as one of the nation's most successful community colleges by offering

incomparable transfer opportunities and exceptional career-technical programs. In both Pleasant Hill and San Ramon, a diverse student body engages with high-quality instruction and support services designed for excellence, equity, and inclusion in student learning. DVC's career-technical programs keep pace with emerging technologies and skill requirements, while unparalleled transfer programs prepare students to be successful in four-year colleges and universities. DVC continuously ranks among the top transfer pathways to UC Berkeley.

Los Medanos College

Los Medanos College (LMC), opened in 1974, is the newest campus of 4CD. The college prepares students to excel and succeed economically, socially and intellectually in an innovative, engaging and supportive learning environment. LMC provides quality programs and state-of-the-art facilities to serve the needs of a rapidly growing and changing East County while enhancing the quality of life of the diverse communities it serves. LMC is known for its transferable general education program and career technical programs strongly connected with local business and industry. The college serves approximately 10,000 students.

The Position

Under the general direction of the Executive Vice Chancellor, Administrative Services, the AVC/CFO serves as 4CD's key financial expert and is responsible for the administration and management of business services for 4CD. The position is also responsible for development, analysis, and strategy planning related to 4CD financial matters and provides leadership to the fiscal, payroll and purchasing departments. The position serves as a member of Chancellor's Cabinet and fosters a culture of collaboration, mutual respect, innovation, and continuous improvement throughout 4CD.

The Position Responsibilities

- Advises the Chancellor, Executive Vice Chancellors, Cabinet, 4CD management and Governing Board on financial, payroll, and purchasing issues.
- Evaluates the financial impact of policy options to support the decision-making process. Prepares budget projections, enrollment projections and recommends budget allocations of resources.
- Plans, develops, and recommends policies, procedures, and objectives for finance, payroll, and purchasing for review by the Executive Vice Chancellor, Administrative Services.
- Coordinates financial planning with the colleges and other 4CD services, including auxiliary services and new funding sources.
- Develops financial strategies for 4CD, including the colleges. Identifies opportunities to help 4CD maintain and improve its funding levels for local, state and federal government agencies.
- Conducts in-service training for 4CD and college staff members regarding financial policies, procedures, systems, and processes.
- Provides leadership and oversight to the 4CD financial services team, including the planning, coordination, and direction, of budget preparation and control, fiscal record management, risk management, disbursement of funds, accounts payable and accounts receivable.
- Plans, organizes and directs payroll administration and purchasing services.
- Provides leadership for risk management as it relates to finance, contracts and insurance.
- Works with Education and Technology regarding the preparation of cost estimates, invoices, and contract requirements for grant opportunities.

- Actively participates in strategic planning and budgeting processes, including responsibility for position control and budgeting.
- Cultivates positive working relationships within 4CD to build customer confidence and satisfaction.
- Ensures continuous improvement of financial services through re-engineering, organizational change management, new technology solutions, assessment of best practices, and feedback from internal users and external customers to increase productivity and effectiveness.
- Ensures well-trained finance, payroll, and purchasing staff for 4CD services and at the colleges.
- Promotes a work culture of customer service, innovation, and quality services to students, staff, and the community.
- Complies with all 4CD, county, state, and federal requirements including preparation of timely and accurate financial reports for internal and external entities.
- Reviews pending finance and business legislation, legal mandates, regulations and guidelines which may affect 4CD programs, functions, and activities.
- Represents 4CD on state, regional, and local committees as assigned by the Executive Vice Chancellor, Administrative Services.
- Performs other duties assigned.

Opportunities and Challenges

4CD seeks an experienced, collaborative, equity-minded, and creative Chief Financial Officer who demonstrates a commitment to embracing the opportunity to lead 4CD through the following unique opportunities and challenges:

- strategic implementation of the new Student Centered Funding Formula to minimize fiscal impact and/or increase revenue while transitioning from “hold harmless” status;
- building of an integrated and comprehensive financial management strategy that supports 4CD’s *Strategic Plan*, as well as statewide initiatives, particularly as it relates to closing equity gaps in student achievement and 4CD staffing;
- leadership in negotiating the fiscal impacts of post-COVID working conditions; and
- analyzes the current economic condition and forecasts future economic conditions to ensure long term fiscal stability and viability.

Minimum Qualifications

- An earned master’s degree from an accredited college or university in business administration, finance or related field, or a bachelor’s degree from an accredited college or university in a related field and additional certification or licensure equivalent to a master’s degree.
- Two years of senior management experience, and a total of five years of management experience in finance or a related department in a public or private agency.
- Demonstrated sensitivity to, and knowledge and understanding of, the diverse academic, socioeconomic, gender, cultural, disability, and ethnic backgrounds of the students served by 4CD, and sensitivity to, and knowledge and understanding of, groups historically underrepresented, and groups who have experienced discrimination.

Desired Qualifications

- Background of increasing responsibility in planning, forecasting, and preparation of complex budgets in support of a comprehensive strategic plan in a community college district or other large agency.

- Ability to monitor changes in regulations, analyze changes for their potential impacts on 4CD, disseminate the information, and contribute to the development of policies and procedures in response to these changes.
- Experience in interest-based bargaining to create collective bargaining agreements with organized labor organizations.
- Knowledge of integrating financial expertise into the planning of other organizational areas such as Human Resources, Facilities, Instruction, and Technology.
- Ability to clearly communicate fiscal information to broad and diverse groups, including faculty, staff, students, and members of the community.
- Ability to provide ethical and equity-minded leadership to build and instill trust among constituent groups.
- Expert knowledge of Microsoft Office Suite and Enterprise Resource Planning Systems.

The Application Process

To ensure full consideration, qualified candidates must submit a complete online application (references to résumés or other uploaded documents within the online application will be considered an “incomplete” application; if any section does not apply, please enter “N/A”). The following document(s) should be assembled prior to completing the online 4CD Application (these will need to be uploaded with your application):

- 1. Letter of Application (described subsequently) 2. Current Résumé 3. Professional References 4. Unofficial Transcripts
- In a Letter of Application, not to exceed five pages, a candidate will succinctly state how s/he would address the Challenges, Issues, and Opportunities at 4CD. Candidates should cite specific examples from background and experience to demonstrate knowledge and expertise necessary for this position. The letter of application should indicate to what extent personal qualities and professional characteristics and skills match the preferred qualifications sought for this position.
- Professional references must be provided within respective section of online application. Preferably, references are to be from current and former institutions. References will not be contacted without a candidate's permission. Candidates must provide five professional references which include the name, telephone number, and e-mail address for each of the following:
 - two direct supervisors;
 - two management-level colleagues; and
 - one reporting support staff member.

Application Deadline: Applications must be submitted online (www.4cdcareers.net) with all requested documents by June 4, 2021 (11:59 p.m. Pacific time) for first reading. Please review the posting in its entirety and allow time to upload requested documents. Only complete online applications will be reviewed by the committee following the deadline date.

- All inquiries and applications will be held in the strictest confidentiality.
- **Important:** *To ensure consistency and fairness to all candidates, please do not submit materials other than those requested (i.e., personal photo, articles you've written, etc.). Please only upload requested documents using respective document name labels.*

Uploading extraneous materials, unless specifically requested within this posting, may result in your application not being reviewed.

- Application materials sent via mail, fax, or e-mail will not be accepted.
- Note that correspondence may be sent to you via e-mail. Interview invitations will be via personal phone calls.
- For questions about the status of the process, or technical issues related to the application process, please contact: Sophia Lever, Recruitment and Classification Analyst, slever@4cd.edu

Finalists

Candidates selected as finalists for this position will be asked to participate in a public college forum as part of the search process.

Compensation/EEO Statement

Compensation: Salary and benefits package is highly competitive and commensurate with education and experience.

EEO Statement: It is the District's policy to ensure that all qualified applicants for employment and employees have full and equal access to employment opportunity, and are not subjected to discrimination in any program or activity of the District on the basis of ethnic group identity, race, color, ancestry, religion, marital status, sex, national origin, gender, gender identity, gender expression, age, sexual orientation, physical or mental disability, medical condition, genetic information, veteran status, parental status, citizenship or because an individual is perceived to have one or more of these characteristics or based on association with a person or group with one or more of these actual or perceived characteristics.

Recruitment Timeline for AVC/CFO

Date	Action
February 25, 2021	Position profile posted - application submissions process begins.
June 4, 2021	Final date of submissions of applications.
June 16- 17, 2021	Screening committee conducts interviews
June 24, 2021	Candidates will attend open forum session with college community.
June 29, 2021	Final interview with Chancellor and his team.
July 2021	Governing Board approval of hire for AVC/CFO.
August 1, 2021	New AVC/CFO will begin transition activities.

Committee Membership by Constituent Representation

The Screening and Interview Committee for the position of Contract Administrators other than Chancellor/President shall be comprised of the constituency and community members listed below.

- One representative proposed by Management Council
- One representative proposed by United Faculty
- Three representatives proposed by the Faculty Senate Coordinating Council
- One representative proposed by Local One
- Two representatives proposed by the Classified Senate Coordinating Council
- One representative proposed by the Confidential Employees Group

- One representative proposed by the Associated Student Body Presidents and one alternate
- One community representative proposed by the Governing Board
- Five appointments by the Chancellor to include one Vice Chancellor, four management representatives (one from the District Office and one from each college)
- One representative proposed by the District Equal Employment Opportunity Advisory Committee (DEEOAC) (non-voting unless one of the appointees above is appointed)

Official Job Description

http://www.4cd.edu/hr/recruitment/class_specs/Associate%20Vice%20Chancellor.%20Chief%20Financial%20Officer.pdf

Additional Links

2020-25 District Strategic Plan

<http://www.4cd.edu/research/Strategic%20Planning/District%20Strategic%20Plan%202020-2025.pdf>

Distance Education Strategic Plan

<http://www.4cd.edu/ed/docs/Distance%20Education%20Strategic%20Plan%202017-2022.pdf>

Adoption Budget, Fiscal Year 2020-21:

<http://www.4cd.edu/business/budgetreports/2020-21%20Adoption%20Budget.pdf>

Audit Reports

<http://www.4cd.edu/business/auditreports/Forms/AllItems.aspx>

Accreditation

CCC: <https://www.contracosta.edu/about/accreditation/>

DVC: <https://www.dvc.edu/about/accreditation/>

LMC: <https://www.losmedanos.edu/accreditation/>

Educational Master Plans

CCC: <https://www.contracosta.edu/about/college-plans/>

DVC: <https://www.dvc.edu/about/governance/college-plans/educational-master-plan.html>

LMC: <https://www.losmedanos.edu/planning/edplan2020-2025.aspx>

Facilities Master Plans

http://www.4cd.edu/business/facilities/master_plans/Forms/AllItems.aspx

Technology Plans

CCC: <https://www.contracosta.edu/about/college-plans/>

DVC: <https://www.dvc.edu/about/governance/college-plans/technology-master-plan.html>

LMC: <https://www.losmedanos.edu/planning/plansforcollege.aspx>

California State Chancellor Office Website

www.cccco.edu