Vice President, Finance & Operations Search

Position Profile
THE OPPORTUNITY

The Vice President will direct and supervise the College's Finance, Facilities, Auxiliary Services, Legal Affairs, Strategic Partnerships, and Information Technology functions. The Vice President, Finance and Operations is the chief financial officer of the institution and will manage the preparation of the annual capital and operating budgets and audit for the College. The Vice President is responsible for the College’s capital inventory, the investment portfolio, and all financial functions of the College and will maintain the integrity of the institution’s finances and facilities.

THE COLLEGE

Brookdale Community College was founded in 1967 and today is a two-year, public, coeducational institution offering 80 associate degree options and certificate programs as well as community development, business development, and adult basic education programs. Serving approximately 11,500 students in Fall 2019, Brookdale has five regional locations, and two additional locations as well as its main campus located in Lincroft, New Jersey. Online students represent 8.2% of all FTEs and our online programs were recently ranked 13th in the country for community colleges.

The College was established by the Monmouth County Board of Chosen Freeholders and has been generously supported by the County over the years. The College operates on additional funding from
tuition and the State of New Jersey. There is an appointed Board of Trustees that hires the president, sets policies, tuition and fees, and monitors education programs. Lincroft, a part of Middletown Township, is located one hour south of New York City and 10 miles west of the New Jersey Shore. With a population of just over 6,255, Lincroft offers the amenities and lifestyle of a small town combined with the cultural, shopping, and entertainment opportunities of Philadelphia and New York City.

Brookdale’s beautiful main campus consists of 22 buildings on 230 acres bordering the Swimming River Reservoir. Originally the campus was a race horse farm and a number of its buildings reflect that heritage. In 2010 the College completed four major construction projects worth $37 million. These included renovation of the Freehold regional location, renewal of the Automotive Technologies Center, construction of a new Fitness Center, and rehabilitation of the Robert J. Collins Arena. In 2017, the College completed a state-of-the-art classroom building at the Wall regional location. Other recent projects include: upgrades to the Lincroft campus back walkway, central utility plant piping replacement, parking lot and road work, chiller replacements, LED light replacements, generator installs, water main updates, roof work, and door replacements.
The campus is also home to a 366-seat Performing Arts Center, television and electronic music studios, a Center for Visual Arts, a library housing nearly 83,000 volumes and more than 100 academic data bases, a Student Life Center, 5 athletic fields, a 50,000 watt NPR affiliated Public Radio Station--The Night (90.5 FM), more than 75 computer labs and 3,500 networked computers, and the independently operated Monmouth Museum, which offers changing exhibitions and educational programs on art, science, nature, and cultural history. The College is home to a fully certified and accredited Police Department and is also known to be the State’s safest college.

The College prides itself on its engagement with and service to the community, providing continuing education and lifelong learning for Monmouth County residents and employers through a wide range of workforce, professional development, and personal enrichment courses and programs. The Continuing and Professional Studies division, which served more than 30,000 county residents in FY19, includes a Holocaust, Genocide and Human Rights Education Center, a Small Business Development Center, and a Displaced Homemakers Program.

The Brookdale Community College Foundation is a 501(c)3 affiliated organization that raises private funds for scholarships and grants, enhancing the College’s commitment to access and affordability. The Foundation is governed by a volunteer Board comprised of local business and community leaders and has more than $6.8 million in net assets.

In Fall 2019, Brookdale Community College’s total institutional credit enrollment was 11,489, with 53% women and 46.2% full time students. As expected of a county college, 98% of Brookdale’s student population are in-state residents and the majority are residents of Monmouth County. The average class size is 19. Students applaud the welcoming environment and the emphasis on both academic rigor and student success.

The College is committed to an inclusive environment. Our student body is 33.2% racially diverse with a growing population of Hispanic students. We strive to have our full-time employee population reflect the diversity of our student body, through recruitment and retention efforts. Through a wide range of activities and initiatives across the campus, the College works to achieve its commitment to cultural, age, belief, and identity diversity in the classroom, the workplace and the entire College environment.

Brookdale supports student activities and encourages student engagement through a variety of clubs and organizations. Each club and/or organization caters to students’ interests and is supervised by a College staff advisor. Financial aid is offered in the form of grants, loans, work-study, and student help positions.

Brookdale offers the following degrees: Associate in Arts, Associate in Science, Associate in Fine Arts, and Associate in Applied Science in addition to Academic Credit Certificates and Academic Credit Certificates of Achievement. The A.A., A.S., and A.F.A. programs are designed to prepare students who hope to transfer to a four-year institution. Associate Degree options feature a broad range of academic programs including Business, Communication Media, Culinary Arts, Digital Animation and 3-D Design, Fashion Design and Merchandising, Humanities, Nursing, and Social Sciences.

Brookdale offers expanded access to post-associate degree learning at the baccalaureate and graduate levels through onsite university partnerships with Georgian Court, New Jersey City University, and Rutgers as well as joint admissions agreements with numerous other colleges and universities. Many of Brookdale’s students take advantage of advanced degree opportunities provided through these collaborations. In addition to our university partnerships, Brookdale has become a state leader in the
number of early college high school programs it offers. In the fall 2019, there were eleven (11) programs in place.

The Commission on Higher Education of the Middle States Association of Colleges and Schools accredits the institution. Middle States reaffirmed Brookdale’s accreditation status in June 2019. Brookdale is also certified by the State of New Jersey and the U.S. Department of Education. Specialized accreditation, certification, or approval is also provided by the following organizations: ACEN, COARC, JRCERT, ABA, NATEF, ACFEF, and the Council for Standards in Human Service.

In athletics, the Brookdale Jersey Blues offer intercollegiate teams and intramural activities. Brookdale proudly competes in the National Junior College Athletic Association (NJCAA) and the Garden State Athletic Conference-Community College League of New Jersey and has won national championships in several sports. Intercollegiate teams include baseball, basketball, cheerleading, cross-country, lacrosse, soccer, softball, and tennis.

Brookdale is a unionized environment with six employee associations.
VISION

Brookdale, the County College of Monmouth, is a dynamic community college system committed to student success, lifelong learning, economic development and the common good of society. Brookdale Community College plays a transformative role in our community, providing educational, cultural and professional programs and offerings to enable, empower and inspire all community members to achieve their aspirations to the best of their abilities.

MISSION

Brookdale Community College empowers a diverse community by providing open access to high-quality and cost-effective educational and lifelong learning options with clear paths to personal, educational, and economic success.

BACKGROUND

Brookdale is considered a community college leader in New Jersey and enjoys a strongly positive reputation and a rich history of excellence and innovation. It prides itself on a dedicated faculty and staff, a culture of assessment, expanding distance education, and partnerships with colleges and universities to facilitate baccalaureate and graduate degrees for our students. We are also experiencing rapid partnership growth with local high schools to establish innovative college-level opportunities for high school students.

The community and the county take pride in their only public college.

The Vice President is the chief financial officer of the college and reports directly to the President.

Direct reports to the Vice President are:

- Executive Director, Finance and Facilities
- Chief Information Officer – Ellucian
- Associate Vice President, Strategic Partnerships
- Executive Associate, Legal Services
- Executive Director, Operations
- Assistant to the Vice President
QUALIFICATIONS

Credentials and Experience

The successful candidate will have a master’s degree in Finance, Accounting, or in a related field. An active CPA license is preferred. Experience will include a minimum of 7-8 years of progressively responsible managerial experience in accounting and financial management. Prior experience with and understanding of technology with a proficiency in Excel and integrated financial/accounting systems is also required.

Preferred experience includes higher education finance, oversight of facilities/physical plant operations, management of information technology services, and development and management of public/private partnerships.

Required Knowledge, Ability, and Skills

- Knowledge of Government Accounting Standard Board (G.A.S.B.) and Government Auditing Standards
- Strong supervisory and leadership skills
- Demonstrated commitment to integrative management and systems thinking
- Demonstrated commitment to work collaboratively and problem-solve through teamwork
- Proven outstanding communication, interpersonal, and organizational skills
- High level of diplomacy and confidentiality
- Commitment to work collaboratively and problem-solve through teamwork
- Proven ability to manage multiple tasks and projects with discretion, tact and timeliness
- Familiarity with NJ community college state regulations and appreciation for the mission of a comprehensive community college
- Ability to travel locally

Characteristics of a Successful Candidate

- Leadership: Demonstrates exemplary ethical leadership and management skills.
- Judgment: Forms opinions objectively and authoritatively.
- Initiative: Demonstrates on-going action-oriented thinking and problem solving.
- Innovation: Uses creative, solutions-oriented approach to address problems.
- Confidentiality: Understands and employs discretion, tact, and diplomacy.
- Enterprising: Customarily employs imagination, initiative and a willingness to undertake new projects.
- Dependability: Promptly and reliably responds to requests for service and assistance.
- Decision Making: Displays willingness to make difficult decisions that align with College goals and are data informed where possible.
- Teamwork: Balances team and individual responsibilities.
- Communication: Effectively communicates with others.
- Time Management: Is able to complete all job requirements and meet all required deadlines.
- Work Ethic: Displays an organized and results-oriented approach, and motivation to perform without extensive direction or supervision.
- Accuracy: Displays high quality work and level of precision.
KEY INDICATORS – Fiscal Year 2019

Investment in Plant, less depreciation: $158,407,347
Plant Replacement Insured Value: $403,678,386
Cost of Operating Physical Plant: $8,231,412
Budget (FY19): $84,390,711

Campuses and Locations:
- 1 Campus
- 5 Regional Locations
- 2 Additional Locations

Tuition: (Fall and Spring 30 credits)
- $4,140 (in county)
- $7,455 (out of county)
- $8,205 (out of state)

Student Enrollment for Fall:
- 11,489 (Fall 15 week semester)

County Graduates Attending Brookdale

Class of 2018 who attended within one year of graduation:
- 25.2% from public high schools
- 11.1% from private high schools
- 1,846

Degrees Awarded to Class of 2019
- First Time Full Time Fall 2018 to Fall 2019: 70.4%
- Transfer Program Graduates Who Transfer: 73.3%

Alumni:
- 59,538

Number of Full-time Faculty:
- 202
- Tenured: 83%

Average Faculty Salaries:
- Professor: $96,873
- Associate Professor: $78,899
- Assistant Professor: $68,957
- Instructor: $59,303

Number of Full-Time Employees: 538
Student/Teacher Ratio (Fall 2018): 20:1

Degrees:
- AA, AAS, AS, AFA
- through University Partnerships: BA, BS, BSN, MA, MS, MBA

Library Volumes: 83,045
Database Searches: ~750,000
Information Literacy Classes Taught: 238
Non-Credit Open Enrollment: 11,741
Non-Credit Students (unduplicated): 8,699
Non-Credit Number of Businesses/ Contracted Training: 164

Athletics League:
- NJCAA Division III
- Region XIX
- Garden State Athletic Conference
APPLICATION PROCEDURES

The committee will begin review of application materials immediately. Candidate documents will be accepted until the position is filled; however, to ensure full consideration, materials must be submitted by Wednesday, March 4, 2020. All application materials are confidential and references will not be contacted without the expressed authorization of the candidate.

Please follow the online application process by clicking on this link: https://jobs.brookdalecc.edu/applicants/jsp/shared/frameset/Frameset.jsp?time=1580851501641

Please include with your application: 1) a cover letter that addresses the expectations and qualifications listed in this profile and 2) a current resume.

For planning purposes, please note that semi-finalist interviews are planned between April 8-10. Invitations to finalist candidates for final interviews with the President and Board are planned between April 23-24.

Anticipated start date: July 1, 2020

FOR FURTHER INFORMATION
CONTACT:

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BROOKDALE COMMUNITY COLLEGE

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