



October/November 2007

EXECUTIVE SEARCH PROFILE

VICE PRESIDENT FOR ADMINISTRATION AND FINANCE



KUTZTOWN UNIVERSITY OF PENNSYLVANIA

THE OPPORTUNITY

The new Vice President for Administration and Finance will assist the President in managing the finances of one of the largest Pennsylvania State System of Higher Education (PASSHE) institutions; and supporting the goals for continued growth and implementation of the campus master plan.

THE UNIVERSITY

Kutztown University of Pennsylvania is one of the fourteen members of the Pennsylvania State System of Higher Education and the third largest institution within the system. Founded in 1866 as the Keystone Normal School, Kutztown University of Pennsylvania now enrolls over 10,000 students. The student body consists of students who come from 26 states and 51 nations. With half of the undergraduates living in residences on campus and the remainder living at home or in nearby apartments, the University has the largest number of residence students in the system.

Kutztown University is situated on 325 acres in beautiful rural Pennsylvania Dutch country in Berks County. The population of the borough of Kutztown is approximately 4,500. It is situated mid-way between Allentown and Reading, Pennsylvania. The 52-building campus is only 90 minutes from the Philadelphia and Harrisburg airports, two hours from New York City, and three hours from Baltimore/Washington.

The University academic structure is comprised of five colleges: Visual and Performing Arts, Business, Education, Liberal Arts and Sciences, and Graduate Studies. Eighty percent of the tenured and tenure track instructional faculty have terminal degrees. The University has multiple discipline-based accreditations and is regionally accredited by Middle States Association of Colleges and Secondary Schools (MSACS), which will be conducting an accreditation visit in April 2008.



THE UNIVERSITY *(continued)*

The University offers 21 intercollegiate sports. Approximately 160 student organizations foster student interest in campus life activities, enhancing an excellent mix of formal and informal learning. A number of collective bargaining units exist at Kutztown, including the faculty.

MISSION

Kutztown University of Pennsylvania, a member of the State System of Higher Education is actively dedicated to excellence in learning and to the success of its diverse community of students. The University prepares its students to meet lifelong intellectual, ethical, social, and career challenges and responsibilities by providing quality programs that engage them in critical, analytical, and aesthetic inquiry. Further, Kutztown University of Pennsylvania is committed to continuous improvement, partnerships, and collaborations that encourage the development of citizens who contribute to a global society.

VISION

Kutztown University will be the region's center of excellence in academics, culture, and public engagements, in order to prepare our students to meet lifelong challenges and responsibilities within a complex and diverse community.

BACKGROUND

Dr. F. Javier Cevallos, who was appointed president of Kutztown University of Pennsylvania in 2002, enjoys an excellent state-wide reputation. He was born in Ecuador and came to the University of Puerto Rico at Mayagüez for undergraduate studies. Later, he took his master's and doctoral degrees at the University of Illinois at Urbana. He served as a faculty member in Spanish at the University of Maine at Orono and the University of Massachusetts at Amherst (UMA). He achieved the rank of professor at UMA and became chair of the Department of Spanish and Portuguese. Prior to his appointment at Kutztown he was the Vice Chancellor for Student Affairs at UMA.

The previous Vice President for Administration and Finance, Mr. James Sutherland, served in the position for 12 years. He is credited with turning around the finances of the University and instituting appropriate policies and procedures. In addition, he oversaw \$300 million of construction during his tenure. It is anticipated that another \$40-\$100 million of renovation and construction projects will take place in the next 5-10 years. There is a campus master plan, last updated in 2006, outlining the future physical development of the University. Mr. Sutherland met or surpassed the PASSHE financial ratios.



CHALLENGES

Major challenges for the next vice president for administration and finance are:

- Providing strong leadership to the staff in administration and finance; giving priority attention to the four components of finance, physical plant, human resources, and administrative services;
- Focusing resources on the achievement of the University mission;
- Working in a collaborative relationship with the Provost and the Vice President for Student Services and Campus Life;
- Continuing to implement an aggressive series of capital projects; continuing to reduce campus deferred maintenance through local project funding and execution; optimizing master planning for effective and efficient space utilization;
- Participating in strategic planning and linking specific financial resources to the most important University priorities; giving priority attention to achieving the diversity goals of the University and continuing to assemble a diverse workforce;
- Collaborating with the Vice President for University Advancement and the Kutztown University Foundation to advance the development of the University;
- Being transparent about the University's finances, capital projects, and human resources policies;
- Implementing a decentralized budgeting model throughout the University; and
- Implementing a PASSHE enterprise resource planning system.

QUALIFICATIONS

The President and the University community seek a dynamic vice president for Administration and Finance who is a positive change agent, a strategic thinker and a person of unquestioned integrity, and who

- Exhibits a collaborative management style;
- Is an experienced administrator in finance and facilities and understands human resources and administrative services;
- Is an excellent communicator;
- Has experience working with diverse populations;
- Understands working in a unionized environment; and
- Possesses an appropriate bachelor's or higher degree; has experience in one or more of the following areas: higher education, accounting/auditing firm, banking/finance, managerial consulting, government, or related areas.



KEY INDICATORS - 2007

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| Investment in Plant, less depreciation: | \$187 million |
| Plant Replacement Insured Value: | \$466 million |
| Cost of Operating Physical Plant: | \$10 million |
| Endowment KU Foundation: | \$15 million |
| Budget: | \$143 million |
| PA Resident's Tuition: | \$5,177 (undergraduate) \$6,214 (graduate) |
| Student Enrollment, Fall 2007: | 9311 (undergraduates) 984 (graduates) |
| Average SAT Score: | 490 (verbal) 492 (math) |
| High School Rankings | Top 10% = 6% Top 25% = 28% Top 50% = 67% |
| Freshman Retention Rate: | 77.93% |
| Graduation Rate: | <u>AY2006-07</u> 4 years: 29.98% 6 years: 54.54% |
| Living Alumni: | 47,458 |
| Number of Full-time Faculty: | 456 |
| Tenured: | 55.3% |
| Tenure track: | 21.1% |
| Average Faculty Salaries | Professor: \$91,239 Associate Professor: \$72,983 Assistant Professor: \$55,089 |
| Student/Teacher Ratio: | 19:1 |
| Library Volumes: | 517,000 |
| Athletics League: | NCAA Division II, Pennsylvania State Athletic Conference |



APPLICATION PROCEDURES

To be considered, candidates should e-mail, as MSWord attachments, a cover letter that addresses the challenges and qualifications listed above, a current résumé, and the names, phone numbers, and e-mail addresses of three references to: **matt@rhperry.net**. Review of applications begins **November 30, 2007**. To insure full consideration, materials should be received by that date. The position will remain open until filled.

FOR FURTHER INFORMATION CONTACT:

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POLICY

R. H. Perry & Associates is committed to the highest standards of professionalism in all dealings with candidates, sources, and references. We fully respect the need for confidentiality and assure interested parties that their background and interests will not be discussed without consent of the applicant prior to her or his becoming a candidate.

A successful interview and demonstration of ability are requisite qualifications for all positions. Kutztown University is an AA/EOE/member of the PA State System of Higher Education and actively solicits applications from women and minority candidates.

www.kutztown.edu