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The University is seeking an experienced senior administrator with a successful record of higher education leadership and management accomplishments. The successful candidate will be forward thinking, enthusiastic, entrepreneurial and have a collegial style. The individual will be a trusted advisor on matters of finance, facilities and administrative operations and serves as a key partner to the President and senior staff. As the Vice President for Business Affairs/Chief Financial Officer of the University, the individual has responsibility for ensuring quality administrative, facilities and fiscal services. This Vice President reports directly to the University President for all matters related to the management and oversight of the business and financial affairs of the University.

This Vice President is responsible for the implementation of all fiscal policies and regulations, developing and supporting a quality service orientation, and ensuring ethics within her/his areas of responsibility. These areas of responsibility include: budget, finance and accounting, business services, contract management, procurement services, risk and emergency management, university police, real estate development and capital project planning, design and construction, facility maintenance, information technology, human resources, payroll services, auxiliary and mail services, administrative compliance services, and Title IX; pre- and post-award sponsored research activities; fiscal oversight of the Texas A&M San Antonio Foundation; and administrative oversight of all off-campus facilities (Brooks City-Base, Alamo University Center spaces, and the Educational Cultural Arts Center). This Vice President is responsible for sustainability and stewardship of the natural resources needed to assure progressive and efficient operations of the campus including facilities, campus grounds, energy usage and construction, and the University master plan development.

The Vice President for Business Affairs/CFO, in partnership with the President and Provost, shares a major leadership role in defining resource allocation, developing priorities and strategies, and implementing campus-wide budget processes. As one of four divisional vice presidents, this Vice President plays a key role in the development of University policy. This Vice President represents and acts for the President on matters of established financial, facilities, audit responses and administrative policy within the University and the Texas A&M University System, and accepts specific delegations and assignments requiring coordination at the senior administrative level.
AREAS OF RESPONSIBILITY

VICE PRESIDENT FOR BUSINESS AFFAIRS & CFO

Vice President for Business Affairs and Chief Financial Officer

- Executive Assistant to the Vice President
- Budget
- Human Resources
- Institutional Compliance
- University Police
- Facilities SSC Contract
- Assistant Vice President for Financial Services & Comptroller
- Accounting Services
- Financial Reporting
- Payroll Services
- Procurement
- Student Business Services
- Academic Technology Application Services
- Infrastructure Services
- User Services
- Auxiliary Services
- Title IX
- Safety, Risk & Emergency Management

March 3, 2015
AREAS OF RESPONSIBILITY

The Vice President for Business Affairs and Chief Financial Officer is responsible for the following functional areas:

**Accounting Services** - Contributes to A&M-San Antonio’s success by providing knowledgeable and professional services for our customers through high quality, timely and accurate processing of financial information.

**Auxiliary Services** - Ensures professional auxiliary services are provided to the students, faculty, staff and visitors to A&M-San Antonio, enhancing the quality of student life and ensuring the best value.

**Budget** - Provides strategic planning and developing associated with the annual budget process; ensures departments have a clear understanding of their budgets; coordinates the internal budget allocation process; and assists with legislative requests as needed.

**Facilities** - Maintains the buildings and grounds of the university; oversees the upkeep of associated equipment and supplies; and maintains a safe and clean campus.

**Financial Reporting** - Responsible for the accurate and timely reporting of financial information for the university.

**Human Resources and Title IX** - Provides strategic employment practices and personnel development to attract, retain, reward, support, and develop the A&M-San Antonio workforce. Promptly and thoroughly investigates all complaints of sex discrimination and/or related retaliation in accordance with applicable federal and state laws, policies, regulations, rules and procedures.

**Information Technology** - Designs, deploys, manages, supports and maintains all technology based resources for our students, faculty and staff.

**Institutional Compliance** - Promotes the highest standards of ethics and compliance in all areas of operation.

**Payroll Services** - Compensates employees in a timely and accurate manner; ensures that all university, State Federal guidelines and policies are followed.

**Procurement** - Serves university departments for the procurement of goods and services.

**Safety, Risk and Emergency Management** - Provides a safe environment for all members of the campus community; provides continuous training and education; provides fair, courteous and professional enforcement of regulations.

**Student Business Services** - Provides service and assists students in understanding and managing their financial obligations to the university.

**University Police** - Provides a safe and secure environment for all members of the campus community. Officers are visible and vigilant in crime prevention and fair, courteous and professional in the enforcement of all laws and regulations.
ABOUT THE TEXAS A&M UNIVERSITY SYSTEM

The Texas A&M University System is one of the largest systems of higher education in the nation, with a statewide network of 11 universities, seven state agencies, two service units and a comprehensive health science center.

A&M System members educate more than 131,000 students and reach another 22 million people through service each year. With more than 24,000 faculty and staff, the A&M System has a physical presence in 250 of the state’s 254 counties and a programmatic presence in every one. In 2012, externally funded research expenditures exceeded $820 million to help drive the state’s economy.

History

The Texas A&M University System was officially recognized in 1948. The original members were Texas A&M, Prairie View A&M University, Tarleton State University, Texas A&M Forest Service, Texas A&M Engineering Experiment Station, Texas A&M Engineering Extension Service, Texas A&M AgriLife Research and Texas A&M AgriLife Extension Service.

The A&M System is governed by a nine-member Board of Regents, who are appointed by the governor and confirmed by the Texas Senate for six-year terms. A non-voting student member was added in 2006. The A&M System chancellor oversees the day-to-day administration, and each of the A&M System’s 19 members has a president, CEO or director. Each university is independent; only Texas A&M at Galveston and Texas A&M at Qatar are branch campuses of the oldest and largest member of the System, Texas A&M.

The A&M System strives for the highest quality undergraduate, graduate, and professional educational programs, outreach and community enhancement services that meet the needs of individuals and organizations, and research and knowledge generation that meets our creative needs and provides the foundation for economic development in Texas.
### The Texas A&M University System

Each of the 20 members of the A&M System has its own mission, history and goals. The oldest institution and founding member of the A&M System is Texas A&M University, established in 1876. Many of the member universities and agencies joined the A&M System decades after being established. Together, they strive to provide educational programs, outreach and community enhancement services as well as research that will improve the lives of people in Texas and beyond.

- More than one in five students in a public university in Texas is enrolled in an A&M System institution.
- Texas A&M consistently ranks in the forefront among public universities in Texas in retention rates—keeping students enrolled and on course for graduation both overall and for African-American and Hispanic students.
- A&M System students receive about $247 million in scholarships and grants, annually.
- The A&M System’s faculty include recipients of the Nobel Prize, National Medal of Science, Pulitzer Prize, World Food Prize and Wolf Prize, as well as members in the National Academy of Sciences and the National Academy of Engineering.

### The Texas A&M University System Board of Regents

<table>
<thead>
<tr>
<th>Current members:</th>
<th>Current committees:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phil Adams, Chairman</td>
<td>Audit</td>
</tr>
<tr>
<td>Cliff Thomas, Vice Chairman</td>
<td>Finance</td>
</tr>
<tr>
<td>Robert L. &quot;Bob&quot; Albritton</td>
<td>Academic and Student Affairs Buildings</td>
</tr>
<tr>
<td>Anthony G. Buzbee</td>
<td>and Physical Plant</td>
</tr>
<tr>
<td>Morris E. Foster</td>
<td>Policy Review</td>
</tr>
<tr>
<td>William ‘Bill’ Mahomes, Jr.</td>
<td>Campus Art and Aesthetic Improvement</td>
</tr>
<tr>
<td>Elaine Mendoza</td>
<td></td>
</tr>
<tr>
<td>Judy Morgan</td>
<td></td>
</tr>
<tr>
<td>Charles W. Schwartz</td>
<td></td>
</tr>
<tr>
<td>Colton L. Buckley (Student Regent)</td>
<td></td>
</tr>
</tbody>
</table>
Welcome to Jaguar Country
GET THE FACTS

Expanding horizons

An integral part of the Texas A&M University-San Antonio experience is academic growth. Located on the South Side of the city, A&M-San Antonio is committed to serving the needs of the region by preparing qualified professionals to assume positions of responsibility and leadership in a global society.

Making dreams become reality

Along with our seamless transfer plans and knowledgeable advisors, A&M-SA guides students through their program and assist them on the road to graduation! Compare our annual tuition rates with other Texas public universities, and the result is that A&M-SA has them beat. Financial aid and numerous scholarship opportunities guarantee that A&M-SA offers a quality education for any budget!

Embracing our military community

A&M-SA is a military-friendly campus serves as a tool to helps the transition into academic and/or civilian life as easy as possible.

More than a university - a Jaguar family

In joining the fastest growing university in Texas, you will be a part of creating new traditions and strengthening the Jaguar community. Numerous student organizations give students the opportunity to enrich their college experience with extracurricular activities and social events.

At A Glance

<table>
<thead>
<tr>
<th>President</th>
<th>Cynthia Teniente-Matson</th>
</tr>
</thead>
<tbody>
<tr>
<td>Established</td>
<td>2009</td>
</tr>
<tr>
<td>Location</td>
<td>San Antonio, TX</td>
</tr>
<tr>
<td>Fall 2014 Enrollment</td>
<td>4521*</td>
</tr>
<tr>
<td>School Colors</td>
<td>Black &amp; Silver with “Madla” Maroon</td>
</tr>
<tr>
<td>Mascot</td>
<td>General the Jaguar</td>
</tr>
<tr>
<td>Student Anthem</td>
<td>“We Arise”</td>
</tr>
<tr>
<td>Alma Mater</td>
<td>“Bienvenidos”</td>
</tr>
<tr>
<td>Student to Faculty Ration</td>
<td>23:1</td>
</tr>
<tr>
<td>Average Class Size</td>
<td>21</td>
</tr>
<tr>
<td>Undergraduate Degree Programs</td>
<td>22</td>
</tr>
<tr>
<td>Graduate Programs</td>
<td>10</td>
</tr>
<tr>
<td>Website</td>
<td><a href="http://www.tamusa.tamus.edu">www.tamusa.tamus.edu</a></td>
</tr>
</tbody>
</table>

* Includes both undergraduate and graduate enrollment
MILITARY EMBRACING

The military community support staff provide quality service to our students who have served our country on active duty, as reservists, in the National Guard, and their dependents (spouses and children). We expand our military-friendly services and programs for America’s finest who are returning home from overseas by providing information on well-earned and deserved educational benefits.

The Office of Military Community Relations is a guided resource to ensure our students pursue and achieve their educational goals, along with professional and vocational objectives.

The Office of Student Veterans Services assists students with the use of their military benefits. We understand that the transition from service member to student/civilian is unique to each student.

What does A&M-SA offer our military community?

Accelerated Army ROTC and Green to Gold Program

Military and veteran students make up 13% of A&M-SA’s student population

Up to 42 semester hours for your military training towards a Bachelor of Applied Arts and Sciences (B.A.A.S.) degree

Night, weekend, hybrid and online courses available

The Patriots’ Casa is a unique building dedicated to the University’s military student community, going far beyond a “living room” environment of traditional Veteran Affairs certification offices.

The Casa’s dual purpose is to help ensure our students in the military community acclimate to an academic environment and complete their university education.

The Patriots’ Casa has a specially designed 1,030 sq. ft. suite where veteran family counseling will take place to benefit

Texas A&M University-San Antonio ranked in the top 15% of all military friendly universities in the nation for three consecutive years by Military Times Edge Magazine.
Students at A&M-SA expand their horizons in more ways than one! Each college offers areas of scholarship and research that have global and intercultural components, whether it’s language immersion to improve bilingual teaching skills or water conservation efforts with global business and research implications. Students have traveled the world to study in:

- Spain
- London
- Amsterdam
- Belgium
- Brazil
- Ireland

Texas A&M University-San Antonio offers the lowest university tuition in the region. Review last year’s tuition and fees for the fall 2013 semester:

<table>
<thead>
<tr>
<th>Student Status</th>
<th>Semester Credit Hours</th>
<th>Tuition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resident undergraduate full-time</td>
<td>12</td>
<td>$2,792</td>
</tr>
<tr>
<td>Resident undergraduate part-time</td>
<td>6</td>
<td>$1,440</td>
</tr>
<tr>
<td>Non-resident undergraduate full-time</td>
<td>12</td>
<td>$7,040.44</td>
</tr>
<tr>
<td>Non-resident undergraduate part-time</td>
<td>6</td>
<td>$3,564.22</td>
</tr>
</tbody>
</table>

Texas A&M-San Antonio and the Texas A&M University System are committed to providing students with a quality higher education at a low cost. Beginning in fall 2014, a new guaranteed tuition plan will roll out, locking in the fall 2014 tuition and fees rates for three years. Please visit www.tamusa.tamus.edu/SBS for the current tuition and fees rates.
UNIVERSITY OVERVIEW

Since 2009 on our donated lands, student enrollment has been consistently growing with an overall increase of 93% from 2,343 to 4,521.

We are delivering a quality university education to an underserved area of San Antonio, with approximately 60% of our population the “first in their family to attend college.”

1/3 of our current students and 37% of graduates reside in the lowest income zip codes of San Antonio.

30% of current students and 35% of graduates reside in the zip codes with the lowest educational attainment.

13% of our student population is from the Armed Services.
## FINANCIAL HIGHLIGHTS

**Source Data: Department of Financial Services - Fiscal Year 2015**

### Total General Fund Budget

<table>
<thead>
<tr>
<th>Description</th>
<th>Preliminary Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Affairs</td>
<td>$ 15,764,284</td>
</tr>
<tr>
<td>Finance &amp; Administration</td>
<td>13,769,529</td>
</tr>
<tr>
<td>Institutional Advancement</td>
<td>405,076</td>
</tr>
<tr>
<td>President</td>
<td>1,025,937</td>
</tr>
<tr>
<td>Shared Expenses</td>
<td>2,190,284</td>
</tr>
<tr>
<td>Strategic Initiatives</td>
<td>742,930</td>
</tr>
<tr>
<td>Student Services</td>
<td>13,035,733</td>
</tr>
<tr>
<td>University Communications</td>
<td>730,116</td>
</tr>
<tr>
<td><strong>Total General Fund Budget</strong></td>
<td><strong>$ 47,663,889</strong></td>
</tr>
</tbody>
</table>

### Total Funding Sources

<table>
<thead>
<tr>
<th>Description</th>
<th>Initial Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>State Appropriations</td>
<td>$ 21,084,855</td>
</tr>
<tr>
<td>Student Tuition and Fees</td>
<td>20,499,021</td>
</tr>
<tr>
<td>All Other Sources</td>
<td>5,941,218</td>
</tr>
<tr>
<td><strong>Total Revenue Sources</strong></td>
<td><strong>$ 47,525,094</strong></td>
</tr>
</tbody>
</table>

### Total Auxiliaries Budget

<table>
<thead>
<tr>
<th>Description</th>
<th>Initial Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>University Police Department</td>
<td>$ 172,934</td>
</tr>
<tr>
<td>Bookstore</td>
<td>40,000</td>
</tr>
<tr>
<td><strong>Total Revenue Sources</strong></td>
<td><strong>$ 212,934</strong></td>
</tr>
</tbody>
</table>
CITY OF SAN ANTONIO

Demographics

Population of San Antonio: 1,382,951
Population of Bexar County: 1,785,704
Metro Area: 2,133,533
Median Age = 34.1 years
Average Income = $61,635
(Source: US Census, 2010)

Business and Economic Information

San Antonio, the seventh largest city in the nation and is expected to grow at an annual pace of about +4.1%.

The strength of the city’s economic structure is its diversity, which is as varied as the San Antonio’s cultural makeup. While traditionally known for its tourism/convention business and large military presence, San Antonio has shed its two-dimensional label and today has multiple industries driving its economy. This has resulted in the greater San Antonio area having one of the most robust economies in the country. The city’s growth industries include:

• Aerospace
• Financial Services
• Government and Military
• Healthcare & Biosciences
• Hospitality & Entertainment
• Information Technology and Cybersecurity
• Manufacturing
• Transportation and Logistics

Despite the national economic downturn, the unemployment rate in San Antonio was at 6.5% in July of 2013. There are more than 900,000 people in the workforce for the metropolitan statistical area, working in more than a dozen employment sectors.

Low Cost of Living

The Real Estate Center at Texas A&M University reports that the majority of the homes sold in San Antonio were in the $120,000 to $139,999 price range, approximately $50,000 less than similar homes in other markets.

Information courtesy of San Antonio Chamber of Commerce. More information can be found at sachamber.org.
Texas A&M University-San Antonio faculty and staff prepare and empower students through innovative and challenging academic and co-curricular programs that contribute to and enrich the economic and social development of the community and region. A solid foundation for success is established through dynamic teaching, scholarship, research, and public service that inspire graduates to lifelong learning and responsible global citizenship.

MISSION STATEMENT

Texas A&M University-San Antonio will become the second-largest comprehensive university in the Texas A&M University System by the year 2025. The university will gain renown for its well-versed graduates, highly sought-after experts in their chosen fields of study who develop and enrich the communities they serve.

VISION STATEMENT

Service • Integrity • Excellence • Commitment
A Bachelor’s Degree in Accounting, Business, Finance, Management or related field is required. A Master's Degree or higher in Accounting, Business, Finance, Management, or related field is preferred. The successful candidate should demonstrate a record of progressively greater management responsibility in a complex higher education organization and should respect and have the ability to participate in shared governance practices. The candidate should have experience managing one or more of the following areas and demonstrated familiarity with management issues related to the others fiscal affairs, business affairs, and facilities management. A thorough knowledge of, or extensive experience in budget development and management, public higher education accounting and finance, auxiliary operations, grants administration, contract management, risk management, applicable laws and regulations relating to human resources and employment equity are expected.

The successful candidate for the Vice President of Business Affairs/CFO must be a strategically-minded, transparent leader who can effectively advise and collaborate with the President and senior leaders. Have demonstrable experience in applying and inspiring a creative approach to finance, facilities and real estate development. The Vice President must be an effective communicator and a proactive, engaged partner committed to a data-driven approach to advancing the strategic goals of his/her team and improving efficiencies in operations as well as those of the institution. A strong commitment to professional development and diversity, equity and inclusion is necessary for leadership across the university.

The candidate should have experience with integrating technology into administrative systems such as administrative and business services, human resources, and/or facilities management processes. Leadership experience in strategic planning and involvement in capital project planning and public/private partnership development is expected. The successful candidate must possess strong written and oral communication skills; a demonstrated commitment to promoting diversity, inclusivity, employment equity, and staff development; the ability to establish good working relationships with students, alumni, faculty, staff, administrators, business partners and other institutional constituencies.
APPLICATION PROCESS

Application materials should consist of a letter of interest, a curriculum vita/resume and at least three professional references with phone and email contact information. Applications should be submitted electronically to https://employment.tamusahr.com. This position will remain open until filled. The first review of applications will begin on March 30, 2015.

All applications and inquiries will be received and evaluated in full confidence.

EEO STATEMENT

Texas A&M University San Antonio is an equal opportunity/affirmative action employer committed to provide equal employment opportunity to all persons regardless of race, color, sex, religion, national origin, age, disability, or veteran status.

In compliance with the Americans with Disabilities Act (ADA), if accommodations are needed for the application process, please contact Human Resources at (210)-784-2059.

The following university representative has been designated to handle inquiries and complaints regarding the non-discrimination policies:

Karen Gilbert
Director Of Human Resources
One University Way, San Antonio, TX 78224
(210) 784-2059
Email: karen.gilbert@tamusa.tamus.edu