TEXAS A&M UNIVERSITY-SAN ANTONIO

SAME SPIRIT. NEW TRADITIONS.

BECOME AJAGUAR.COM

PROSPECTUS FOR
VICE PRESIDENT FOR BUSINESS AFFAIRS/CFO
The Texas A&M University System has 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 140,000 students and reach another 22 million additional education contracts 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 $932 million to help drive the state’s economy.

The Texas A&M 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.

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.

A&M System students receive about $253 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.
LETTER FROM THE PRESIDENT

Dr. Cynthia Teniente-Matson
President

It’s a great time to be a Jaguar! South San Antonio is abuzz with excitement about our flourishing University, the only major metropolitan campus in the distinguished Texas A&M University System. Texas A&M University-San Antonio is on the cusp of an audacious endeavor, welcoming a new class of lower division students in fall 2016. This will establish the University as a comprehensive, innovative 4-year institution of higher learning. The University is now poised to become a National Model for Academic and Student Success that will change the landscape of San Antonio and the great state of Texas.

At A&M-SA, we are creating a Pathway to Prosperity for students in the San Antonio community and the region. Our three colleges (College of Arts & Sciences, College of Business and College of Education & Human Development) offer students 22 undergraduate degrees and 10 graduate degrees in a variety of in-demand fields with on-line and hyflex, hybrid course options. A&M-SA also offers courses in northeast San Antonio at A&M-SA North and at our Brooks City-Base Campus. The Main Campus continues to expand and we are set to break ground on a new Technology and Science building in the coming year. In early July, we broke ground on our first residence hall building which is slated to open in August 2017.

A&M-SA celebrates excellence and creates life-changing opportunities by providing a quality education, affordable tuition, numerous scholarships and financial aid opportunities with 67% of our students receiving some form of scholarship or Pell grant. Our exceptional faculty and staff are committed to prepare and empower students to be innovative and contributing members of a global society.

A&M-SA also strives to provide the best resources to our military community students and their families. A&M-SA is proud to be designated as the only Purple Heart University in San Antonio, honoring veterans and recipients of the Purple Heart Medal.

I am truly committed to developing a college-going culture in South San Antonio. If our students want to be the head of the boardroom or the head of a classroom, A&M-San Antonio wants to be part of their educational journey.

We are here to serve students throughout Texas and the nation in their pursuit of discovery and lifelong learning. At A&M-San Antonio, we are agile and audacious in our thinking and the possibilities are boundless.
The University Library at Texas A&M University-San Antonio is an integral part of the University’s mission to prepare and empower students through a solid foundation for success as the primary learning support service for students on campus. The Library is actively engaged in the teaching, research and public service activities of A&M-SA. The University Library provides research assistance and instruction, curriculum support, access to a wide variety of information resources and facilities that foster independent study and collaborative engagement.

A&M-SA BY THE NUMBERS

- **8,587** degrees awarded
- **95%** enrollment growth since 2009
- **17%** military & veteran students

A&M-SA STUDENT SNAPSHOT

- **4,564** students
- **67%** Hispanic
- **57%** first generation
- **64%** female

THE UNIVERSITY LIBRARY

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ABOUT THE UNIVERSITY

DOWNWARD EXPANSION
A&M-San Antonio, as a young institution, will become a National Model of Student and Academic Success utilizing deliberate, intentional processes to improve student learning. With the rapid approach of Texas A&M University-San Antonio becoming a comprehensive four-year university, accepting first- and second-year students and offering lower level courses.

UNIVERSITY
- Established as stand-alone University: 2009
- FY15 opening budget: $46,653,514
- FY16 opening budget: $54,421,472
- FY16 Academic Affairs budget: $21,327,448
- Mascot: General the Jaguar
- Colors: Black, silver and “Madla” maroon
- Fall 2015 semester credit hours: 40,548

MILITARY
- Home of the Patriots’ Casa
- Only University in San Antonio designated as a Purple Heart University

PROGRAMS
- Offering 22 undergraduate programs and 10 graduate programs

ACCREDITATION
- Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)

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.

PATHWAY TO PROSPERITY
Along with our seamless transfer plans and knowledgeable advisors, A&M-SA guides students through their program and assists 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!

MORE THAN A UNIVERSITY—WE’RE 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.
As the seventh largest city in America and the second largest in Texas, San Antonio offers a unique blend of metropolitan energy and small town charm just seventeen miles from the heart of the city. San Antonio is home to the nationally known Fortune 500 companies and the San Antonio International Airport.

San Antonio is renowned for its culture blending southern charm with international flair; big-city opportunities and excitement with small-town familiarity. You will find influences of the city’s Spanish founding, its Mexican American upbringing, its Texas pride and its German influences.

A&M-SA employees enjoy entertainment and cultural offerings including the San Antonio Symphony. The San Antonio region offers easy access to a variety of attractions and activities for all ages. Residents can enjoy city-wide shopping, dining and entertainment.

Residents of San Antonio enjoy a multitude of area attractions such as:

- The Alamo
- San Antonio Riverwalk
- Sea World San Antonio
- Six Flags Fiesta Texas
- McNay Art Museum
- Witte Museum
- La Villita Historic Arts Village
- Majestic Theatre
- Market Square (El Mercado)
- San Antonio Zoo

San Antonio is also home for professional sports teams:

- San Antonio Spurs, NBA
- San Antonio, Stars WNBA
- San Antonio Rampage, AHL
- San Antonio Scorpions, NASL
- San Antonio Stock Show & Rodeo, PRCA
- San Antonio Mission, Double-A, MLB

Information courtesy of San Antonio Chamber of Commerce. More information can be found at www.sachamber.org
ABOUT THE POSITION

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, administrative operations and compliance. This position serves as a key partner to the President and other Cabinet members. 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 and compliance 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, 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 Centro de Artes). 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 campuswide 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.
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.

**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.

**Contract Management** - Supports and manages effective contracts made with customers, vendors, and partners.

**Facilities** - Maintains the buildings and grounds of the university; oversees construction services for renovations and new building construction; 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** - Provides strategic employment practices and personnel development to attract, retain, reward, support, and develop the A&M-San Antonio workforce.

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

**Institutional Compliance & Title IX** - 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 and 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.

**University 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.

**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.

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<td><strong>Total General Fund Budget</strong></td>
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<td>Student Tuition and Fees</td>
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<td>All Other Sources</td>
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<td><strong>Total Revenue Sources</strong></td>
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<td>University Police Department</td>
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<td><strong>Total Revenue Sources</strong></td>
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RESPONSIBILITIES OF THE VP FOR BUSINESS AFFAIRS/CFO

• Provides data to the President, Cabinet and members of the Board of Regents (BOR) on issues relating to the financial status of the University by serving as a member of the President’s Cabinet, reporting financial information at the BOR meetings, preparing reports, recommendations, findings and other correspondence as required. Helps to ensure achievement of the goals and objectives of the University by coordinating financial matters with TAMU System, BOR, State Legislature, various state and federal agencies and external constituents.

• Develops and supports a quality service orientation and strong ethics within areas of responsibilities. Develops and sustains effective working relationships with System staff, BOR and other A&M components. Maintains open communication with appropriate state officials, facilitating an exchange of information on compliance with fiscal policies and accounting procedures, and implements all relevant state policies regarding fiscal operations.

• Provides business affairs advice to the university President on a wide-range of topics having major short- and long-term impacts on the operations of the university. Advises the President on all matters pertaining to the management, operations, leadership, and oversight for the Business Affairs Division. Oversees all facility and real estate development issues including: capital funding, architectural/engineering and construction services for renovations and new building construction, and obtaining university auxiliary services.

• Oversees the Business Affairs staff including budget, finance and accounting, business services, contract management, procurement services, risk, 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, Title IX, fiscal oversight of the Texas A&M-San Antonio Foundation, pre- and post-award sponsored research activities and administrative oversight of all off campus facilities (Brooks City-Base, Alamo University Center spaces and the Centro de Artes).

• Develops and monitors the execution of a budget, in excess of $55M, with various fund accounts. Responds to financial information requests from the Legislative Budget Board, Texas Higher Education Coordinating Board and A&M System offices. Responsible for annual submission of the institution’s Annual Financial Report and all financial reports to various state agencies.

• 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.

• Directs departments to operate effectively and efficiently, maintaining productive and cooperative relationships. Facilitates a work environment that encourages knowledge of, respect for, and development of skills to engage with those of multicultural backgrounds. Leads the division to make the highest and best use for the University resources in pursuit of excellence.

• Serves as the University’s audit focal point for the System. Ensures compliance with all finance and administration federal, state, system, and university laws, policies, rules, regulations and procedures. Manages a student population growth and the associated support services for the university’s continued growth. Attends quarterly System CFO and System BOR meetings.

• Prevents institutional liability in financial operations; acts responsibly within areas of authority and accountable for associated actions.
QUALIFICATIONS INCLUDE:

- Bachelor's Degree in Accounting, Business, Finance, Management or related field.

- Ten years of progressively greater management responsibility in a complex higher education organization; management experience in finance and administration in an organization with over a $55M budget; management experience must include managing responsibilities for several departments/divisions to include 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.

- Must have management experience and/or responsibility for a total staff (direct and indirect) in excess of 50; demonstrated experience respecting and participating in shared governance practices; and a successful record of higher education leadership and management accomplishments.

- 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.

- Must be strategically-minded, transparent leader who can effectively advise and collaborate with the President and senior staff. Have demonstrated experience in applying and inspiring a creative approach to finance, facilities and real estate development. 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.
 TERMS OF APPOINTMENT

The new Vice President for Business Affairs/CFO should be prepared to begin **September 1, 2016.**

APPLICATION PROCESS

The first review of applications will begin on July 22, 2016.

Application materials should consist of a resume and cover letter addressing qualifications listed above.

For more detailed information regarding duties/responsibilities and qualifications for the VP for Business Affairs/CFO, and to apply for the position, please visit our employment website at:

https://employment.tamusahr.com/applicants/jsp/shared/position/JobDetails_css.jsp?postingId=143330

EQUAL OPPORTUNITY EMPLOYER

Texas A&M-San Antonio is an Equal Opportunity/Affirmative Action/Veterans/Disability Employer committed to provide equal employment opportunity to all persons regardless of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation or gender identity.
MISSION STATEMENT
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.

VISION 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.

TEXAS A&M-SAN ANTONIO ANNUAL SECURITY AND FIRE SAFETY
Texas A&M University-San Antonio's Campus Security Police and Campus Crime and Fire Statistics Report is published annually on October 1 and includes statistics for the previous three years concerning reported crimes that occurred on campus and the campus fire log; in certain off-campus buildings or property owned or controlled by Texas A&M University-San Antonio; and on public property within, or immediately adjacent to and accessible from, the campus. The report also includes institutional policies concerning campus security, fire safety, sexual assault and other matters. The report for 2015 (includes years 2012, 2013 and 2014) is available at www.tamusa.edu or a copy may be obtained by contacting Officer Karen Tucker-Engel, A&M-SA Police Department, Frank L. Madla Building, Suite 120, One University Way, San Antonio, TX 78224.

In compliance with the Americans with Disabilities Act (ADA), if accommodations are needed for the application process, please contact Human Resources at (210) 784-2054.

Inquiries and complaints regarding the non-discrimination policies can be directed to:
Beth Wasserstrum
AVP for Compliance/Risk Management
One University Way, San Antonio, TX, 78224
(210) 784-2027
Email: Beth.Wasserstrum@tamusa.edu