

SEARCH PROFILE:

VICE PRESIDENT FOR BUSINESS & FINANCIAL AFFAIRS



Channel Islands

CALIFORNIA STATE UNIVERSITY

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[California State University Channel Islands](#) (CSUCI)

invites confidential inquiries, nominations, and applications for the position of Vice President for Business & Financial Affairs (VPBFA).

The VPBFA provides vision, leadership, and administrative oversight for the division, which the areas of Administrative Services (Human Resources, Risk Management, Title IX & Inclusion, and University Auxiliary

Services), Budget & Planning, Internal Audit, Facilities Services, Financial Services (Fiscal Services; Financial Reporting & Systems; Procurement & Contract Services; Mail Services, Shipping & Receiving; and Student Business Services), Information Technology Services, Public Safety (Environmental Health & Safety, Emergency Management, Police, and Parking & Transportation), and Site Authority.

CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS

CSUCI, the youngest campus in the California State University system, opened its doors to its first transfer and post-baccalaureate credential students in Fall 2002, and then welcomed its inaugural freshman class in Fall 2003. With an operating budget of approximately \$135 million, CSUCI enrolled 5,127 students, including 168 graduate and post-baccalaureate students as of Fall 2023. The campus employs 180 tenured/tenure-track faculty, including department chairs and librarians. The campus also employs 260 lecturers, and 556 non-faculty staff members and administrators. In July 2015, the University earned re-accreditation for an additional nine years from the Western Association of Schools and Colleges (WASC); during Fall 2021 the campus initiated Strategic Enrollment Management Planning, Academic Master Planning, Integrated Marketing Communication Planning, and long-term budget development processes to ensure continued growth and financial sustainability in the coming years. Current planning is focused on mitigating a significant decrease in enrollment since the pandemic while also casting a long-term vision for the campus. At full capacity, CSUCI is expected to eventually serve 15,000 full-time equivalent students.

CSUCI has expanded its academic programs since its founding, and today offers 27 undergraduate majors,

eight graduate degrees, and several credential and certificate programs. The campus also operates six centers and institutes. Students have access to highly engaging curricular and co-curricular learning experiences, with outstanding faculty and staff, small class sizes, innovative applications of instructional technologies in their in-person, online, and hybrid classes, and other high-impact learning practices including service learning, undergraduate research, and study abroad opportunities in 20 countries. CSUCI has earned national distinctions because of its faculty, work environment, community service, student/faculty research, and efforts to advance diversity, equity, and inclusion. In 2023, CSUCI was ranked among the top 30 “Most Promising Places to Work in Student Affairs” for the ninth year in a row. *U.S. News & World Report* for 2024 ranked CSUCI 7th for social mobility for Regional Universities West; 14th for Top Public Schools; and 28th for the overall category of Regional Universities West, overall – and at 12th for Top Public Schools in that category and 11th for Social Mobility. CSUCI achieved the designation of Hispanic Serving Institution in 2009. The [economic and fiscal impacts](#) of HSI grants benefit the economies of local communities in Ventura and Santa Barbara counties, in the region, and throughout

CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS (CONT.)

the entire state, generating significant benefits in the form of increased employment, labor income, and economic output.

In 2019, CSUCI was the first CSU campus and one of only nine institutions in the nation to receive the inaugural Seal of *Excelencia*, a prestigious, voluntary, and comprehensive certification granted by the Washington, D.C.-based organization, *Excelencia in Education*. The Seal recognizes an institution's very high level of commitment and effort to serve Latino students successfully – to close equity gaps, accelerate the number of Latino students who earn college degrees by 2030, and safeguard America's future by promoting more high-quality educational opportunities for all of the nation's students. The University was recertified with the Seal of *Excelencia* in 2022.

The work of all employees at CSUCI is driven by the University's mission: "Placing students at the center of the educational experience, California State University Channel Islands provides undergraduate and graduate education that facilitates learning within and across disciplines through integrative approaches, emphasizes experiential and service learning, and graduates students with multicultural and international perspectives." With a 18:1 faculty-to-student ratio, students benefit from the University's student-centered approach, as they are challenged to tackle pressing problems in their community and the real world; conduct meaningful discussion, research, and exploration; and work closely with expert faculty on research initiatives.

The University has over 27,000 alumni who are organized through the Alumni & Friends Association, an organization that facilitates career mentorship programs and offers activities for alumni and current students alike. CSUCI alumni who are still in California for FY 2021-2022 supported an additional 3,187 jobs, \$147 million in labor income, \$319.7 million in industry activity, and \$38.4 million in state and local tax revenue. CSUCI cultivates a strong sense of connection and pride in its alumni and appreciates their ongoing participation in the University's fundraising efforts. CSUCI has been eligible for and extremely competitive in winning federal HSI funding and other supports, with almost \$37 million in HSI grant awards received since 2010. The most recent award, announced by the U.S. Department of Education in September 2022, is for SOAR (Student Outreach, Academics, and Retention) at CSUCI, a Title V, Part A grant funded for \$2,996,466 over five years, designed to strengthen practices, systems, and academic student support to increase the number of Hispanic and low-income students who enroll in, persist through, and graduate from CSUCI.



THE CAMPUS

The campus exists on ancestral Chumash lands and was developed on the site of the former Camarillo State Hospital. Since its founding 21 years ago, CSUCI has seen remarkable physical growth, doubling in size to more than 1,200 acres and undergoing extensive building and renovation. The campus features a unique collection of 1930s Mission Revival and Spanish Colonial Revival buildings organized around a central mall, formal quads, courtyards, and open spaces. A [virtual tour](#) of the campus is available. Affiliate locations include the [Channel Islands Boating Center](#) and the [Santa Rosa Island Research Station](#), located within the [Channel Islands National Park and Marine Protected Area](#).

During its first 21 years, CSUCI underwent more than \$233 million in building and renovation projects but is now challenged with a growing deferred maintenance backlog. Among the many striking features on the campus are the world-class John Spoor Broome Library designed by Lord Norman Foster, the iconic Bell Tower building, modern student residence halls, and a number of buildings – both renovated and newly constructed – which provide classrooms, laboratories, studios, and offices for faculty and staff. [Capital project](#) planning is currently underway for Gateway Hall, a new “front door” for the campus housing student services, selected academic programs, and classrooms; a solar array estimated to ultimately provide 68% of the campus’ annual energy needs; renovation of Manzanita Hall as the new home of the Martin V. Smith School of Business & Economics; completion of the second phase of University Glen

CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS (CONT.)

housing, Anacapa Canyon, adding 598 residential units to the first phase of University Glen (which is the residential community immediately adjacent to the campus proper, currently home to many CSUCI faculty and staff members, as well as employees of educational partners, the military, graduates of any CSU, and members of the general public); and plans for an Early Childhood Care & Education Center, for which a feasibility study has been completed on a first-phase plan to serve 100 children.

Community service and environmental responsibility are hallmarks of the campus; the University has been recognized on the President's Higher Education Community Service Honor Roll four years in a row, and the "Guide to Green Colleges" by the Princeton Review named CSUCI as one of the nation's most environmentally responsible "green" universities in 2014. The Association for the Advancement of Sustainability in Higher Education (AASHE), an organization that recognizes excellence in sustainable practices, has given CSUCI one of its highest ratings, having commended the campus for earning a gold rating in AASHE's Sustainability Tracking, Assessment & Rating System (STARS). CSUCI was initially one of only three CSUs with a gold rating. In 2015, CSUCI became a signatory of the American College and Universities President's Climate Commitment. The campus has also been recognized 11 times as a Tree Campus by the Arbor Day Foundation, as well as a Bee Campus USA for two years. CSUCI is also preparing to take bold action to address climate change. The new solar array at the entrance to campus is one example of the initiatives underway to reduce CSUCI's greenhouse gas emissions and work toward carbon neutrality.

LOCATION

CSUCI is located 4.5 miles south of the city of Camarillo and within the Oxnard Plain in Ventura County, approximately 60 miles north of Los Angeles and 40 miles south of Santa Barbara. As a regional central coast university in the CSU system, CSUCI serves all of Ventura County and the southern part of Santa Barbara County — a region that enjoys a rich mix of ethnic diversity. The local economy relies on six key industry sectors, including agriculture, manufacturing, construction, health services, biotechnology, professional/scientific/technical services, and leisure/ hospitality. Ventura County enjoys an ideal combination of a warm Mediterranean climate and ocean breezes throughout the year. Residents enjoy access to an array of urban amenities, such as restaurants, wine tasting, premium outlet shopping malls, and farmers markets, as well as boundless outdoor recreation, including numerous nearby beaches, harbors and the Santa Monica Mountains National Recreation Area. Ventura County is located about 90 minutes from the vast cultural offerings of the greater Los Angeles area, including Santa Monica and Hollywood, and is located less than an hour from Santa Barbara. The area's largest employers are in government, science and technology, agriculture, and Naval Base Ventura County with two nearby military bases. To learn more about Ventura County, [click here](#).





CURRENT INITIATIVES

GATEWAY HALL

With construction scheduled for completion by Fall 2025, Gateway Hall will provide CSU Channel Islands with a new ‘front door’ at the terminus of University Drive at Santa Barbara Avenue that is a beautiful and welcoming space for the campus as well as the surrounding community. These spaces will provide innovative environments for learning, interaction and collaboration. The project will consolidate several departments and spaces into a centralized hub - providing a new building and renovated buildings that are intuitive, user-friendly and easy to navigate. The program for the new Gateway Hall provides approximately 80,000 square feet of renovated existing space and new construction. The project will house Student Services, University Instructional Space, Departmental Labs, Academic Workplace, Gathering Spaces and Extended University. The lab portion of the project includes Mathematics, Computer Science and Mechatronics.

EARLY CHILDHOOD CARE & EDUCATION CENTER

The campus has chosen a site for construction of an Early Childhood Care & Education Center designed to address the dire need for quality, affordable and accessible care for children of CSUCI students, 40% of whom earn less than \$24,000 a year, farm workers' children in the region, and other community members, as well as for the children of University employees. Construction is underway on the North Loop Infrastructure Project which will complete the hydronic loop on the north side of the campus and will serve

Gateway Hall, the Early Childhood Care and Education Center (ECCEC) and future Gateway Theatre. The project includes an extension of the hydronic loop, which provides building heating and cooling throughout the campus. The project also includes upgrades to the campus electrical system and will provide adequate power to these buildings as well.

CSUCI FOR 2030+

Described in his Convocation Address of Fall 2023, President Yao's vision for the coming decade and beyond embraces the construct of “one health” to articulate the University's overarching purpose: to serve and promote health and wellness for the region's people, communities, environments, industries, and economies. Members of a President's Select Committee are currently working to probe and further develop this vision in the form of a CSUCI for 2030+ White Paper which, through broad campus engagement with it in Spring 2024, will inform the creation of the University's next strategic plan following WSCUC reaffirmation of accreditation (also occurring in Spring 2024).

ACADEMIC MASTER PLAN

In 2022-23, the CSUCI submitted and the CSU Board of Trustees approved the addition of 24 new degree programs to CSUCI's [Academic Master Plan](#). The first degrees, including an Ed.D. in Educational Leadership and an MA in Public Administration, are scheduled to launch as soon as Fall 2024, with several additional undergraduate and graduate degrees set to begin in the following years.

CURRENT INITIATIVES (CONT.)

INCLUSIVE EXCELLENCE

At CSUCI, student and institutional success is understood as being directly correlated with the level of success achieved in advancing the values of diversity, equity, inclusion and accessibility (DEIA) across every division. In 2017, the President's Advisory Council on Inclusive Excellence (PACIE) was established; in 2021 six Inclusive Excellence Action Teams involving more than 85 people from every division – with students, staff, faculty, and administrators (including the President and all members of his Cabinet) studying the state of DEIA at CSUCI and recommending ideas for improvement; and in 2022, the campus's [Inclusive Excellence Action Plan](#) (IEAP) was launched. Status reports are published each semester through the Office of the President website linked above.

FIRST-YEAR EXPERIENCES

The divisions of Academic Affairs and Student Affairs launched several key First-Year Experience initiatives in Fall 2022 funded through philanthropic support. These enhance first-time, first-year (FTFY) students' university experiences, supporting their near-term and long-term successes by investing in several initiatives with promising impact data on retention and graduation.

The Jeff T. Green Family Foundation Scholarship initiative will award up to 50 FTFY students who meet the Pell Grant eligibility criteria (FAFSA) or have an equivalent Pell Grant (CADAA) Estimated Family Contribution (EFC) with a \$20,000 scholarship distributed over four years at CSUCI. These scholarships will be renewable upon successful participation in and completion of required high-impact practices for student success. Notably, eligibility for this scholarship requires a cumulative high school GPA between 2.0-2.9, with intentional outreach and support offered to those in this "murky middle"

– a GPA territory familiar to many historically under-represented and under-served students in P12, college, and university systems, for whom economic realities, family responsibilities, and unmet learning needs can compete with the possibility of earning and maintaining high grades.

A second First-Year Experience is also supported by a gift from Jeff T. Green – providing peer-embedded mentors in every section of all first-year composition and quantitative reasoning courses. CSUCI is concurrently examining data from the past several years on the impact of peer-embedded mentors on student success, specifically in terms of how different professors take advantage of having this additional resource in their classrooms. After identifying high-impact practices for utilizing peer-embedded mentors, the campus will work to grow that model, supporting the sharing of those practices with faculty across schools and disciplines.

Third, CSUCI instituted an Expanded Summer Bridge Program in Summer 2022 supported through Mackenzie Scott's investment in CSUCI. Students lived on campus for six weeks and were able to begin their first Fall semester at CSUCI with six units already earned. All Expanded Summer Bridge Program expenses were paid for through Mackenzie Scott's philanthropic support.

Finally, and again through Mackenzie Scott's investment in CSUCI, up to 200 first-time, first-year students who meet the Pell Grant eligibility criteria (FAFSA) or have an equivalent Pell Grant (CADAA) Estimated Family Contribution (EFC) will be awarded a \$5,000 Housing Grant for two years, supporting these students' ability to live in residential housing, participate in a learning community, and maximize their ability to engage in a full range of curricular and co-curricular university experiences.





THE STUDENT EXPERIENCE

In keeping with the mission of the CSU system, CSUCI simultaneously provides a student-centered, world-class education while offering access to many groups traditionally excluded from higher education. Most CSUCI students are from California (99%), reflecting the richness of its diversity. In the aggregate, the majority matriculate to CSUCI from Ventura (57%) and Los Angeles (23%) counties. While transfer students tend to be local to Ventura (59%), the largest percentage of freshmen (35%) are from Los Angeles. Campus enrollment for Fall 2023 is 5,127 students (headcount). Student demographics as of Fall 2023 include the following: Female (65.2%), Male (34.5%), Non-binary (0.3%); First Generation (63%); Pell grant eligible (48%); Hispanic/Latina(o) (61%); White (23%); Asian (6%); African American/Black (2%); Native American/Alaskan (0.2%); Pacific Islander/Hawaiian (0.2%); two or more ethnicities (4%); International (1%), and 3% of students not reporting ethnicity. Veterans and their dependents comprise 2% of CSUCI's student body.

CSUCI is proud of its highly diverse and competitive student body. The average high school GPA of first-year students is 3.39, and the average transfer GPA is 3.23. Similarly, while CSUCI enrolls a significantly higher percentage of students in need of remediation than the CSU average, retention and graduation rates match or exceed those of the CSU. CSUCI has made tremendous progress improving student success and equity, and is on track to meet its ambitious goals for the [CSU Graduation Initiative 2025](#).

Undergraduate tuition for 2023-24 for 6.1+ units is \$5,742 per academic year; graduate tuition is \$7,176 for 6.1+ units per academic year. Approximately 81% of students receive financial aid. The University offers more than \$706,000 in scholarships each year to outstanding undergraduate, graduate, and credential students based on financial need, academic merit, or both. For example, outstanding high school seniors selected as President's Scholars are awarded a four-year, full-tuition scholarship and the CSUCI Foundation provides general scholarships for qualified students.

ACADEMICS

CSUCI has distinguished itself academically. Faculty members have garnered prestigious awards and grants from the National Science Foundation, the Mathematical Association of America, the California Institute for Regenerative Medicine, and the U.S. Department of Education, among others. Academic programs offered at CSUCI have been shaped in part by regional workforce needs, with the goal of preparing students for promising jobs of the future. The Division of Academic Affairs currently includes the following units: the School of Arts & Sciences, the School of Education, the Martin V. Smith School of Business & Economics, Extended University, and the John Spoor Broome Library.

Although most academic programming is based on CSUCI's campus, Extended University also offers programming through instructional facilities operated in the city of Goleta, California (within Santa Barbara County). The mission of CSUCI's Extended University is to develop programs that reflect regional partnerships and offer support in response to local educational needs.

California State University Channel Islands offers 27 undergraduate majors, 8 graduate degrees, and a variety of certificate and teaching credential programs. [The Division of Academic Affairs](#) includes the following units:

- [Arts & Sciences](#) currently includes undergraduate majors and minors in 20 disciplines across the arts, humanities, sciences, and social sciences. The School is dedicated to providing undergraduate students research experiences and opportunities to engage in community service and experiential learning. CSUCI offers a wide variety of excellent programs and classes, as well as a number of exciting international learning experiences.
- [The School of Education](#) serves students, families, and communities by effectively preparing culturally-competent teachers and leaders who work collaboratively to inspire learning and promote equity in and through education to advance issues of equity, diversity, inclusion, and teaching/educating for justice in its programs and courses. Programs offered include undergraduate degrees in Liberal Studies and in Early Childhood Studies, a variety of teaching credentials (multiple subject, a single subject, special education, Bilingual Authorization), and graduate degrees in educational leadership.
- [The Martin V. Smith School of Business & Economics](#) has a liberal arts and interdisciplinary focus. It is built on the five Cs: critical thinking, collaboration, communication, conduct, and competencies. Students learn the fundamental principles of accounting, economics, finance, information systems, management, and marketing as applied in a variety of organizational settings. A distinguishing aspect of the Business and Economics programs is the requirement to take courses developed in conjunction with disciplines outside the traditional business curriculum.
- [Extended University](#) responds to important needs in the community for continuing access to higher education and provides overall support for the University's commitment to lifelong learning. Extended University serves individuals throughout their career life cycles, especially as working professionals and busy adults, with job skills training, career upgrades, professional certifications, and accelerated courses of study in accessible formats at convenient times and locations. The Osher Lifelong Learning Institute, a hallmark program for mature learners, has enriched the intellectual life of the community since its inception in 2004.



CSUCI is poised to continue to grow in size and renown, while maintaining a student-focused learning environment. CSUCI embeds its mission in faculty-led and directed [Mission Centers](#): Center for Community Engagement, Center for Integrative Studies, Center for International Affairs, and Center for Multicultural Engagement. Other institutes reflecting partnerships with the community, an entrepreneurial spirit, and a penchant for innovative learning environments include the Institute for Global Economic Research, and the Entrepreneurship & Small Business Institute.

CSUCI is accredited by the Western Association of Schools and Colleges' Senior College and University Commission (WSCUC, formerly WASC). CSUCI was granted initial accreditation in 2007 and in July 2015, was successfully reaccredited for nine years. In Fall 2021 the campus launched its next accreditation cycle, having qualified for the Thematic Pathway for Review option. This accreditation cycle will conclude with a site visit in Spring 2024.



ABOUT THE DIVISION OF BUSINESS & FINANCIAL AFFAIRS

The Division of Business & Financial Affairs (see [organizational chart](#)) provides the CSUCI campus with essential services and is comprised of seven units as well as the Site Authority and University Auxiliary Services. With fiscal oversight of all campus auxiliaries, the organization structure includes Administrative Services, Budget and Planning, Facilities Services, Financial Services, Information Technology Services, Internal Audit, and Public Safety. The division is currently under the interim shared leadership of the Associate Vice President of Budget and Planning/Interim CFO and the Associate Vice President of Administrative Services. Unit descriptions follow.

ADMINISTRATIVE SERVICES

The Division's Administrative Services office is a customer-focused unit that includes the following departments:

- **Human Resources** – This area is responsible for the full complement of services for the campus, including recruitment and employment processing, benefits administration, compensation and classification, labor and employee relations, and HR information systems. The unit maintains a liaison relationship with the Chancellor's Office for reporting and compliance matters.
- **Payroll Services** – Payroll's responsibilities span all functions associated with the issuance of accurate pay to employees. The unit maintain employees' employment and payment history, process court-assigned deductions, audit leave usage and balances, and generate various disability payments while adhering to university, CSU, collective bargaining, state, and federal guidelines. They work under the authority of the Chancellor and direction of the State of California Controller's Office (SCO).
- **Title IX & Inclusion** – Title IX & Inclusion serves as an expert campus-wide resource that works with partners across CSUCI to cultivate and promote an inclusive and safe learning and working environment. Responsible for the development and administration of comprehensive equity programs, the office manages equal opportunity compliance, including the areas of affirmative action and Title IX, and collaboratively

facilitates community engagement and education on matters of social diversity, inclusion, and social justice. Title IX & Inclusion also oversees response to the University's nondiscrimination policies as well as oversight for ADA accessibility.

- **Professional Development and Personal Enrichment (PDPE)** - The mission of PDPE is to provide campus colleagues with growth and development opportunities through continuously improving educational and personal enrichment programs that enhance their sense of engagement in worthwhile, meaningful work and maintaining a healthy work-life balance. The goal is to provide quality programs and training, so our employees are educated, engaged, efficient, and effective contributors to their department, division, and the University.

BUDGET & PLANNING

The Budget and Planning department serves as a strategic partner and resource provider for the CSUCI campus community by working across units to enhance financial capacity to meet the demands of a growing campus and ensure the financial sustainability of the institution. Serving as steward of institutional resources, the department is responsible for budgetary oversight including alignment of fiscal resources with strategic planning objectives, annual and multi-year budget planning, forecasting, analysis, and reporting.

FACILITIES SERVICES

Facilities Services provides service to 1.4 million Gross Square Feet of buildings on 1,187 acres of campus and Site Authority land. They have over 100 staff as well as contractor and vendor support. Facilities Services includes the following departments:

- **Planning, Design and Construction** – Plans for the campus' growth through the planning, design and construction of buildings and infrastructure.
- **Engineering Services** – Responsible for planning and managing building and utility infrastructure repair and renewal projects.

ABOUT THE DIVISION OF BUSINESS & FINANCIAL AFFAIRS (CONT.)

- **Logistics** – Responsible for work center, lock shop, maintenance stores, moves, fleet maintenance, and HRE support.
- **Administration** – Responsible for oversight of all FS departments as well as budgeting, energy management, sustainability, and administrative duties. Also serves as Site Authority rep for oversight of CI Power operations.
- **Trades** – Responsible for preventive/corrective maintenance and repair of campus facilities and supporting infrastructure. Additionally, perform some DM and minor capital projects and operate/maintain the Central Plant.
- **Custodial & Landscaping** – Responsible for cleaning of all campus facilities and care and maintenance of campus grounds.
- **Sustainability** – Numerous sustainability efforts have been accomplished and/or are currently underway including:
 - Solar Project Completed
 - More than 12,000 solar panels/14 acres.
 - Generates about 68% of the University's electricity needs on an annual basis.
 - Projected \$8 million in cumulative savings to the campus over 30 years.
 - Electric Battery Powered Landscape Equipment
 - Designing building to LEED Platinum and Cal-Green Tier II standards.

FINANCIAL SERVICES

The unit consists of several departments that provide support to the main campus, three auxiliary organizations, and two public entities. Financial Services includes Fiscal Services, Mail, Shipping & Receiving and Property (MSRP), Procurement & Contract Services, and Student Business Services. Combined, these units are responsible for accounting, reporting, tax compliance, student and departmental cashing, student ID cards, collections, procurement, mail and shipping, and Auxiliary Financial Services. These functions are performed in accordance with applicable law and policy while also providing the highest possible level of service to CI students and the larger campus community.

INFORMATION TECHNOLOGY SERVICES

The Information Technology Services unit provides and supports technology solutions that enhance the educational experience and University operations. The unit is currently divided into 5 sub-units providing solutions and services and a 6th informal unit to provide overall

management and administration. The sub-units are as follows:

- **Administration** – Responsible for strategic planning, budget, and assessment.
- **Application Services (AS)** – Responsible for application support and Development for CSU Common Management Systems (CI Records, CI Personnel, CI Financials), Campus Web Applications, and OneCI Data Warehouse, Institutional Reporting and Data Analysis for Business and Financial Affairs.
- **Information Security** – Provides support for information security, audit, risk, and compliance support.
- **Infrastructure** – Responsible for network, server, database, telecommunication, email, identity management, and change control.
- **Project Management and Business Services** – Provides support for IT portfolio and project management, IT service management, IT procurement, business application support, and web services.
- **User Services** – Provides support for computer and technology for desktops, classrooms, and shared spaces.

INTERNAL AUDIT

University Internal Audit (UIA) reports to the Vice President for the Division of Business and Financial Affairs, with a dotted line reporting to the President. UIA has only one position, no sub-units. UIA is responsible for managing a risk based annual audit plan (AAP) developed each July. The AAP consists of internal control audits, advisory services, and investigation assistance. The objective is to benefit the campus and auxiliaries by testing procedures for compliance with regulations and policies, and to improve efficiency and effectiveness of business processes. UIA is liaison for external audits, primarily conducted by the CSU Chancellor's Office for Audit and Advisory Services, and the California State Auditor. UIA



ABOUT THE DIVISION OF BUSINESS & FINANCIAL AFFAIRS (CONT.)

collects management action plans on completed audits and provides periodic status reports to management until the audit findings are resolved.

PUBLIC SAFETY

The Public Safety Unit is responsible for the safety and security of the campus environment, as well as management of campus transportation and parking. The Unit is comprised of the University Police Department (UPD), Transportation & Parking Services (TPS), and Environmental Health & Safety (EH&S) programs.

- **University Police** – Focus on public safety issues through the delivery of services that includes aspects of traditional law enforcement, as well as prevention, problem-solving, community engagement, and partnerships. University Police provides the following:
 - Full law enforcement authority (24/7/365)
 - Dispatch Center – 9-1-1 (24/7/365)
 - All officers are state certified EMTs.
 - Focus on community outreach events (e.g., Cocoa with the Popo, Coffee with the Cops, Pan Dulce with the Police, Pink Patch Project, Rape Aggression Defense, Surviving an Active Shooter, New Student/Employee/Faculty Orientation, Operations Safe Halloween, Campus Tabling)
- **Transportation & Parking** – Provides oversight for all related transportation and parking on University property. Transportation & Parking includes the following:
 - Self-funded auxiliary department of the University.
 - EV charging – 30 new chargers to be installed.
 - Transportation Programs including carpool, Zipcar, intercity bus, and bicycle use.
 - Provide administration of parking permits and supports traffic control.
 - Responsible for parking lot maintenance.
- **Environmental, Health & Safety** – Collaborates with the campus community to protect human health and the environment. This unit provides the following:
 - COVID Response
 - EH&S programs and trainings
 - Accident or injury reporting procedures
 - Support for safety concerns
 - Ergonomic training and evaluation
- **Emergency Management** – The Emergency Management (EM) office is a unit of the CSUCI Public Safety Unit that is charged with coordinating all activities needed to prepare for, respond to, and recover from both natural and man-made emergency situations, as required in CSU Executive

Orders 1014 & 1056. Emergency Management provides support for emergency procedures, CI Alert, and the Evacuation Plan for campus and University Glen.

THE VICE PRESIDENT'S OFFICE

The staff in the VP office focus on strategic operations, organizational effectiveness, administrative support, special projects, the division budget and include the following units.

- **Risk Management** – This unit works closely with divisions and departments in a manner that minimizes risk to students, employees, and visitors and protects the property of the campus. The staff develops procedures and guidelines for many activities and provides assistance to the campus with identification and evaluation of risks, selection of risk control and risk financing techniques, evaluation of the results and program improvement.
- **Site Authority** – This unit oversees operations and property management that supports the University Glen residential community adjacent to the campus. This unit administers the re-sell program for single family residences and townhomes while adhering to the Site Authority Ground Sublease. The University Glen is a residential community of single-family homes, townhomes, and apartments, developed to offer affordable pricing to attract talented faculty and staff to the campus. It is now home to nearly 2000 residents, including employees of the campus, educational allies, military partners, alumni, and the general public. The second phase located on 32-acres, Anacapa Canyon, is under construction via a Private-Public-Partnership and includes senior affordable housing, and market rate apartments, townhomes, and single-family residences.
- **Background on the Site Authority** – The California State University Channel Islands Site Development Act of 1998 was approved by the Governor on September 25, 1998, and filed with the Secretary of State on September 28, 1998. Senate Bill 1923 enacted the California State University Channel Islands Site Authority Act, pursuant to which the California State University Channel Islands Site Authority was created to provide for the financing and support of the transition of the site for use as a campus of the California State University. It is comprised of a Board composed of representatives of the Trustees of the California State University and the County of Ventura and sets forth the authority and duties of the Board and the authority in developing the site.



THE VICE PRESIDENT FOR BUSINESS & FINANCIAL AFFAIRS

The VPBFA provides executive direction, guidance and policy formation for campus financial and business management operations, human resources management including oversight for Title IX, ADA compliance, and navigating claims of discrimination, harassment, and retaliation, physical facilities, information technology services, and public safety. In addition, the VPBFA carries fiduciary responsibility for all the campus auxiliaries in accordance with Executive Orders of the California State University and Board of Trustees policy and serves as the University's and Auxiliary corporations' Chief Fiscal Officer.

The VPBFA reports directly to the President and provides overall direction to the Associate Vice President for Budget and Planning; Associate Vice President for Human Resources; Assistant Vice President for Financial Services/Controller; Assistant Vice President for Facilities Services; Director, Human Resources and Employment Practices; Chief Information Officer; the Chief of Police; Internal Auditor; and Executive Director of Budget, Finance, and Operations. The VPBFA carries fiduciary responsibility for all of the campus auxiliaries in accordance with Executive Orders of the California State University and Board of Trustees policy; serves on the Boards of Directors of CSU Channel Islands Foundation (fundraising auxiliary), Associated Students, Inc. (student auxiliary) and University Auxiliary Services (commercial services auxiliary), and provides oversight of two public agencies, the CSU Channel Islands Site Authority and CSU Channel Islands Financing Authority. Through coordinated efforts with other key executives, administrators, and committees, the VPBFA serves as advisor on fiscal matters and is the University's and Auxiliary corporations' Chief Financial Officer. This position, as with all MPP positions, is an at-will employee.

RESPONSIBILITIES AND DUTIES

General Responsibilities: The VPBFA leads multiple units within the division, collaborating with all divisions for a seamless infrastructure provision for campus operations; provides advice and counsel which has a major impact on all aspects of campus management. The VPBFA serves in a collaborative, coordinating capacity with the Provost and other Vice Presidents in the overall planning and management of the campus. The VPBFA serves as a member of the President's Cabinet and on campus committees as designated by the President and attends formal and informal management sessions and contributes advice regarding financial, business, human resources, facilities, and/or campus operational considerations during both exploratory and formative stages of decision making. The VPBFA maintains a general working knowledge of information technology resources in use or proposed for utilization on a campus-wide basis in support of University objectives, specifically those resources utilized to support the entities for which the VPBFA is primarily responsible: providing advice regarding resources essential to the effective delivery of campus operational support services. The VPBFA may represent the University before both on- and off-campus organizations, boards and agencies, and will represent University positions and provide consultation to campus colleagues, other CSU campuses, the Chancellor's Office and to representatives of state or federal offices as appropriate. The VPBFA consults with the Academic Senate and its governance committees as appropriate. Participates in the development and fundraising activities of the University. The VPBFA also participates in many system-wide meetings, committees and task forces. The VPBFA needs to represent and advocate for the best interest of this campus, balancing that with what is best for the California State University system.

THE VICE PRESIDENT FOR BUSINESS & FINANCIAL AFFAIRS (CONT.)

Executive Management Responsibilities: The VPBFA provides overall guidance for the business affairs of the campus, including development of the annual University financial plan. Within statutory, regulatory and policy limitations, the VPBFA provides management direction regarding the control and expenditure of support funds and utilizes the University financial management and reporting programs to provide timely and reliable cost and resource utilization data for use in executive level planning and decision making. The VPBFA participates in the analysis of current management practices and operations to ensure the optimum use of available resources and provides guidance in the appropriate investment and management of campus funds as the University Chief Financial Officer. The VPBFA provides general guidance to the Associate Vice President for Human Resources in the operation of a fully integrated human resource management program, with emphasis on the recruitment and selection of qualified employees to meet the University's human resource needs and adherence to equal employment opportunity and non discrimination policy. The VPBFA provides general guidance to the Assistant Vice President of Facilities Services in the planning, operation, maintenance, security and improvement of the campus physical facilities. The VPBFA provides executive direction and guidance for the Chief Information Officer to ensure proper oversight of user services, web services, information security, and other Instructional Technology Services. The VPBFA provides executive direction and guidance to the Chief of Police to ensure the proper protection of lives and property at this campus and to design and implement programs intended to prevent crime and disorder on campus, to ensure proper supervision and training of officers, enforcement of applicable federal, state and local laws, and maintenance of a professional image for a University setting and design; and to implement transportation and parking services. On a required basis, directs the implementation of special strategies for enhanced protection and security of personnel and property. The VPBFA provides specific guidance to the Campus Auxiliaries and Public Agencies to facilitate effective interface with University programs and to ensure compliance with statutory, regulatory and policy requirements. The VPBFA, as the University's Chief Financial Officer, meets periodically with auxiliary governing boards to review rules and regulations pertinent to their operations. The VPBFA performs other duties as may be assigned by the President.

The VPBFA takes an active role in helping to embed the values of diversity, equity, and inclusion in all aspects of university work, in every division, and participates at least once annually in professional and/or leadership development opportunities that will contribute to campus efforts to advance racial and social justice in and through education at CSUCI and beyond.

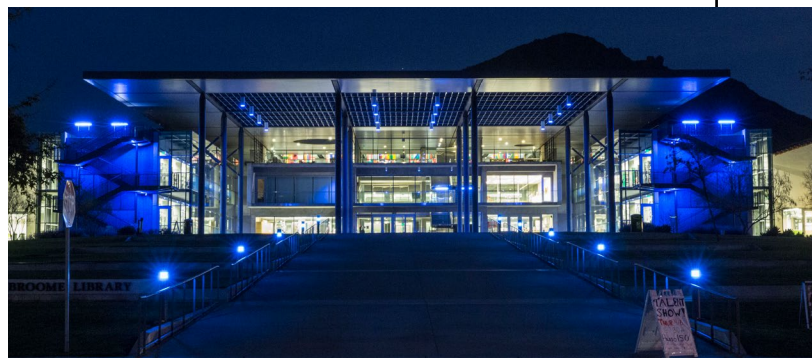
REQUIREMENTS

Successful candidates will have a proven record of serving as a change agent with demonstrated ability to courageously and effectively respond to the forces driving change in every aspect of higher education; extensive experience in strategic resource management, finance administration, and operations; relevant senior level experience within information technology and facilities management to include supporting and leading an organization with the development, implementation, and operationalization of its strategic goals, organizational review and optimization; demonstrated ability to formulate and implement financial strategies to meet institutional priorities; excellent interpersonal skills and a record of successful supervision; excellent verbal, written, organization and critical thinking skills; commitment to advancing diversity, equity and inclusion initiatives; and experience navigating the complexities of a dynamic and ever changing organization. Candidates are expected to embrace the overarching commitment to the academic mission of the University and its work in advancing the goals of racial and social justice, as well as to the vision and mission of the CSU. Required qualities include integrity, trustworthiness, sensitivity, discretion, vision, collegiality, multicultural/multiethnic sensitivities, and the ability to build consensus and resolve conflict.

The successful candidate must have a master's degree with a concentration in finance, accounting, business administration or related field. CPA a plus.

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the CSU. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

The person holding this position is considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 Revised July 21, 2017 as a condition of employment.





HOW TO APPLY

The University is being assisted by Academic Search. Applications should consist of a substantive letter of interest specifically addressing the applicant's background in relationship to the qualifications described, a resume, and a list of five professional references with full contact information. No references will be contacted without the explicit permission of the candidate. Applications, nominations, and expressions of interest can be submitted electronically, and in confidence, to:

CSUCIVPBFA@academicsearch.org

The position is open until filled, but only applications received by **Tuesday, February 27, 2024**, can be assured full consideration. Confidential discussions about this opportunity may be arranged by contacting consultants [Ann Die Hasselmo](#) and [Chris Butler](#). The expected annual salary range for this position is \$280,000 – \$303,000, commensurate with qualifications and experience.

California State University Channel Islands is an Affirmative Action/Equal Opportunity Employer.

We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status or protected veteran status.

ABOUT ACADEMIC SEARCH

Academic Search is assisting the California State University Channel Islands in this work. For more than four decades, Academic Search has offered executive search services to higher education institutions, associations, and related organizations. Academic Search was founded by higher education leaders on the principle that we provide the most value to partner institutions by combining best practices with our deep knowledge and experience. Our mission today is to enhance institutional capacity by providing outstanding executive recruitment services, executive coaching, and transition support, in partnership with our parent organization, the American Academic Leadership Institute.



Committed to IDENTIFYING
AND DEVELOPING LEADERS
by providing the highest
level of EXECUTIVE
SEARCH to our
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partners.