



Laramie County Community College
1400 E. College Drive
Cheyenne, WY 82007-3299
307.778.LCCC
<http://www.lccc.wy.edu/>

School Name: Laramie County Community College
Position: Vice President, Administration and Finance

COLLEGE OVERVIEW:

Established in 1968, Laramie County Community College is a full-service, comprehensive community college with campuses in Cheyenne and Laramie and outreach centers at [F.E. Warren Air Force Base](#) and in [Pine Bluffs](#). A wide range of academic, career/technical and community education programs is provided. LCCC is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools. [Learn more.](#)

Bordering Nebraska and Colorado, Laramie County is at the crossroads of two major interstate highways and two major railroads. The state capitol of Cheyenne is located in Laramie County. Laramie County boasts a growing economy and an estimated population of 97,121 from the 2015 census, a low unemployment rate of 4.5% as of June 2016, and ranks first in population and fifteenth in area when compared to the other twenty-two counties in Wyoming. Albany County, located north of the Colorado state line and west of Laramie County, is home to a population of 37,956. The county seat of Laramie is also the home of the University of Wyoming.

Laramie County Community College has a 271-acre campus in Cheyenne with 22 buildings. Most buildings are connected by enclosed walkways. Facilities include:

- Newly remodeled facilities through taxpayer support
- State-of-the-art Smart classrooms
- Fully equipped and highly functional classrooms and computer labs
- State-of-the-art science complex
- Outstanding physical education complex
- Three residence halls with a capacity of 250
- High-tech health science center

LCCC by the Numbers for 2017-2018

78	Credit programs and concentrations leading to associate degrees
27	Credit programs leading to certificates of completion
116	Full-time instructional faculty and 195 part-time faculty teaching fall credit courses
363	Full-time employees
3,236	Full-time equivalent enrollment in credit classes
79 percent	For-credit enrollments successfully completed by students
6,148	Unduplicated headcount enrollment
5,537	Unduplicated headcount enrollment in non-credit life enrichment classes
3,190	Approximate total enrollment in workforce development courses with an estimated 2,086 additional participants in customized training programs
41	Clubs and teams, including NJCAA men's and women's basketball, women's volleyball, men's and women's soccer, and rodeo and equestrian show teams
\$68,746,403	Annual operating budget

Degrees and Certificates

LCCC awarded 811 degrees and certificates during the 2017-2018 academic year.

- 138 Associate of Arts degrees
- 145 Associate of Science degrees
- 31 Associate Degrees in Nursing
- 236 Associate of Applied Science degrees
- 75 Certificates of Completion
- 178 Credit Diplomas
- 8 Credit Certificates

CAMPUS PROFILES:

Cheyenne

Laramie County Community College's main campus is in Cheyenne. Our campus is nestled along Crow Creek, on the high plains of southeastern Wyoming. Our location puts us at just over 6,000 feet above sea level. The city is the capital of Wyoming, and has a population of about 60,000.

Intersected by I-25 and I-80, Cheyenne is a major crossroads for the Rocky Mountain region and the western United States.

There are many regional attractions. If you prefer an outdoor lifestyle, Cheyenne is approximately 30 minutes from the pine forests of Medicine Bow National Forest and 90 minutes from many of the outdoor opportunities of Colorado.

If you prefer a more urban lifestyle, Fort Collins and Denver, Colo., are just a short 60- to 90-minute drive from Cheyenne, and offer many great shopping and cultural opportunities.

Links for More Information

- [City of Cheyenne](#)
- [Cheyenne Area Convention & Visitors Bureau](#)
- [Greater Cheyenne Chamber of Commerce](#)
- [Wyoming Tourism](#)

Laramie

The LCCC Albany County Campus (ACC) is in Laramie, Wyo., less than 10 minutes from downtown, the University of Wyoming, city offices and county agencies.

Laramie, population of 27,204, is the county seat of Albany County and is on the Laramie River in southeastern Wyoming, at the junction of Interstate 80 and US Route 287.

Links for More Information

- [Wikipedia entry](#)
- [Laramie Chamber of Commerce](#)
- [City of Laramie](#)
- [Tourism board](#)
- [Wyoming Tourism](#)

Pine Bluffs

The Eastern Laramie County outreach center is in Pine Bluffs, population 1,153. Sitting on the Wyoming/Nebraska border, the town was named after the pine trees on the nearby bluffs.

Links for More Information

- [Wikipedia entry](#)
- [Town of Pine Bluffs](#)

MISSION, VISION & VALUES:

Mission Statement

The mission of Laramie County Community College is to transform our students' lives through the power of inspired learning.

We are all bound by a basic understanding that our students, regardless of how they arrive at LCCC, yearn for a better life by engaging in the process of acquiring knowledge. Thus, we are compelled to aid this transformation by offering diverse educational experiences designed to be inspirational for all those involved in the learning process. While we recognize our work is diverse,

the entirety of the work we do is grounded in the four foundational elements of the comprehensive community college mission:

1. To prepare people to succeed academically in college-level learning (academic preparation)
2. To engage our students in learning activities that will prepare and advance them through the pursuit of a baccalaureate degree (transfer preparation)
3. To develop individuals to enter or advance in productive, life-fulfilling occupations and professions (workforce development)
4. To enrich the communities we serve through activities that stimulate and sustain a healthy society and economy (community development)

Vision

The Big Goal

Our over-arching goal is that our accomplishments as a community college will distinguish LCCC from others in the nation, in turn benefiting our communities and bringing pride to the great State of Wyoming.

Vision Statement

In the future we are individuals united for a single purpose – to transform our students’ lives. Our nationally recognized, entrepreneurial, and innovative programs and services help students become the most sought after individuals. We develop world-class instructors. We are relentless in the use of evidence to make decisions that responsibly and efficiently allocate resources, drive instruction, and create an environment of adaptability and productivity. Every individual has the freedom to innovate and take informed risks based on promising practices and creative ideas. We fail fast, and learn from that failure as much as from our success. Clear academic pathways, high-touch services, and engaged employees are the bedrock of our students’ success. We drive collaboration throughout the community to ensure the success of all students who come to LCCC. We are changing the world of higher education facing seemingly impossible challenges head on.

Values

Core Values – We believe these values are inherent in the cultural fabric of the College and could not be extracted in any way.

1. **Passion** – Our institution is wholly dedicated to engaging in our work, sharing our beliefs, and debating the merits of any course of action as we strive to transform our students’ lives through inspired learning.
2. **Authenticity** – True to our Western heritage, we are genuine to a fault, without pretense, and steadfast in our dedication to delivering on a promise, product, or need.
3. **Desire to Make a Difference** – We engage in and pursue our goals for the opportunity to create better lives, better communities, and a better world for those who are here today and the generations that follow.

Aspirational Values – We readily admit to a mismatch between our desire for these values and their existence at the College. However, our strong commitment to these ideals will shape the actions we take to ensure their universal presence at LCCC into the future.

1. **Commitment to Quality** – Quality is found at the intersection of hard work and high standards that are consistently met. We are committed to promoting a culture of evidence that compels us to continuously strive for greater competence and productivity while always seeking to transform students’ lives through inspired learning.
2. **Entrepreneurship** – In an uncertain era, endless opportunities await those institutions willing to take risks. Grabbing these opportunities requires informed risk-taking and innovation fostered in a safe, yet demanding, environment.
3. **Tolerance** – As an institution, we must engage in wide-ranging, open-minded discourse with civility and objectivity grounded in what is best for our students as well as ourselves.

OPPORTUNITY OVERVIEW:

Reporting to the President, the Vice President of Administration and Finance is the College’s Chief Financial Officer (CFO), a member of the President’s Executive Cabinet, and is ultimately responsible for helping the College think strategically about how it leverages its resources. This is a leadership position responsible for efficiently and effectively organizing, developing and administering the comprehensive administrative services of the institution.

The departments supervised by this position include business/fiscal services (e.g., accounting, procurement, budget, etc.), physical plant/facilities, campus safety, and key auxiliary services (e.g., Children’s Discovery Center, Bookstore, Food Services, etc.). The Vice President must relate well to the diversity of faculty, staff and students, and to the unique needs of the College. The Vice President must be committed to shared governance, team work, and creative leadership.

The most sought-after characteristics of this position’s leadership requirements include sound judgment, flexibility, creativity, resourcefulness, humility and excellent communication, coaching, interpersonal, and motivational skills.

The Vice President of Administration and Finance is responsible for the effective conduct of the business affairs of the College and assists the institution in strategically leveraging resources to achieve its educational mission and improve institutional effectiveness. This position plans, directs and evaluates the business operations of the College including budget formulation and management, accounting and financial reporting, facilities planning and construction, building and grounds operations and maintenance, procurement and contracts management, risk management, and campus safety & security.

Please follow [this link](#) for a complete Job Description which includes the major responsibilities of the position.

LCCC in its strategic plan has identified important Core Values and Aspirational Values, which are inherent in the cultural fabric of the College. The person fulfilling this role is expected to bear these qualities and advocate for them. <http://lccc.wy.edu/StrategicPlan/index.aspx#goal1>

EDUCATION AND EXPERIENCE REQUIREMENTS:

Minimum Qualifications:

- Bachelor's degree from an accredited institution is required, preferably in a related field such as an Business, educational administration, economics, finance, etc.;
- Five years of experience in employee supervision and performance management; and
- Five years of professional experience with progressively increasing responsibilities in areas such as finance, organizational management, education administration, etc.

Preferred Qualifications:

- Master's degree from an accredited institution is preferred, preferably in a related field such as an MBA, educational administration, economics, finance, etc.;
- Experience working in an educational environment;
- Administrative/executive work experience in higher education, preferably in a community college; and
- Senior-/Executive-level experience overseeing complex financial and/or business operations and/or programs.

Required Knowledge Skills and Abilities:

- Demonstrated ability to develop, analyze and implement effective and innovative budget, financial and/or administrative strategies;
- Evidence of being innovative and creative, particularly related to solving complex business and financial problems that lead to goal attainment, cost-savings, revenue generation, or other types of innovation;
- Ability to effectively collaborate with other executives, leaders and teams to achieve organizational goals;
- Demonstrated ability to effectively manage and coach as an employee supervisor;
- Track record of engaging and contributing to larger organizational issues beyond the confines of typical position-related functions (e.g., beyond finance and administration); and
- A commitment to and understanding of the mission of the Community College.

Preferred Knowledge Skills and Abilities:

- Knowledge and use of continuous quality improvement principles in organizations;
- Financial forecasting and financial reporting skills;
- Knowledge of strategic and operational plan development, deployment and evaluation;
- Knowledge of facilities planning, physical plant maintenance and management, capital programs, and deferred maintenance;

- Understanding of principles and practices of governmental purchasing, procurement and material management; and
 - Knowledge of risk management practices and procedures.
-

APPLICATION PROCESS:

Please direct inquiries and nominations to the College's search consultant:

Rebecca Albertini, Vice President of Operations, Pauly Group, Inc.
3901 Wood Duck Drive, Suite E Springfield, IL 62711
Phone: 217-241-5400
Fax: 217-241-5401
E-mail: rebecca@paulygroup.com

Please apply for this position on-line at the Laramie County Community College [website](#). Candidates must submit a detailed cover letter identifying how they are specifically able to satisfy the essential functions, possess the desired personal attributes and the knowledge, skills and abilities, and meet the minimum and preferred qualifications for this position. Providing specific examples is highly encouraged. You can upload a cover letter when you create an applicant profile. Applications submitted by **Monday, June 17, 2019** will receive priority consideration.

All applications are confidential and references will not be contacted without the expressed authorization of the applicant.

Laramie County Community College is committed to providing a safe and nondiscriminatory educational and employment environment. The college does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, veteran status, political affiliation, sexual orientation or other status protected by law. Sexual harassment, including sexual violence, is a form of sex discrimination prohibited by Title IX of the Education Amendments of 1972. The college does not discriminate on the basis of sex in its educational, extracurricular, athletic or other programs or in the context of employment.

