



**Vice President of Administrative Services**

Search Profile

2024



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## Executive Summary

Bellevue College is seeking a strategic and visionary leader to serve as its Vice President of Administrative Services.

Reporting to the President, the Vice President of Administrative Services serves as the college's senior business and financial officer, manages the development of all budgets, contract approvals, and public records processes. This person oversees campus public safety, college auxiliary services, physical plant and capital projects with their direct staff of executive directors, directors, and managers. The Vice President serves on the President's Cabinet and in this role facilitates and promotes effective support for the college's mission of student learning by providing administrative services management for the college.

This leader serves on the management team for collective bargaining with employee organizations; works cooperatively with other vice presidents in establishing budgetary and performance targets; and represents the college to community groups and state organizations. As a member of the President's Cabinet, the Vice President contributes to policy formulation, strategic planning, financial health, and budget development, and works collaboratively in support of a positive work environment, college effectiveness, and student success. The Vice President of Administrative Services has overall responsibility for the Division of Administrative Services, comprised of five departments which includes contracts and procurement, public records, public safety, finance and auxiliary services, and campus operations.

Bellevue College is a diverse student-centered, comprehensive, and innovative college, committed to teaching excellence that advances the life-long educational development of its students while strengthening the economic, social, and cultural life of its diverse community. Bellevue College is located just 10 miles east of Seattle and serves a student population of 20,000, with over 57% students of color and nearly 1,200 international students. The college promotes student success by providing high-quality, flexible, accessible educational programs and services; advancing racial equity, inclusion, and global awareness; and acting as a catalyst and collaborator for a vibrant region.

This role requires a bachelor's degree; a graduate degree and/or equivalent credential is preferred, ideally in an appropriate and relevant field of study. The ideal candidate will have prior administrative and academic leadership experience with at least five years of increasingly responsible administrative and supervisory experience in operations and capital with responsibility for fiscal affairs, facilities management, and planning. This person will have demonstrated skills in working effectively with diverse groups, including faculty, staff, students, consultants, state and local agencies, auditors, and community groups. Experience from within the Washington community and technical college system would be an advantage.

The next Vice President will be a steadfast advocate for diversity, equity, inclusion, and belonging across all dimensions of the college. This person will have a demonstrated

record of success championing leadership efforts that advance racial equity and foster a culture of belonging that advances racial, social, and economic justice. This person will have a demonstrated commitment to and track record of promoting and supporting the trajectory of students and the careers of individuals from historically excluded and underrepresented populations. The next Vice President will be self-motivated, proactive, resourceful, adept at building relationships, empathetic, a servant leader, and service-oriented with a keen focus on the organization they serve.

For more information on the search process and how to nominate, express interest, or apply, please see the section on the Search Process.

## **Role & Responsibilities**

The Vice President of Administrative Services serves as the college's senior business and financial officer, manages the development of all budgets, contract approvals, and public records processes. This person oversees campus public safety, college auxiliary services, physical plant and capital projects with their direct staff of executive directors, directors, and managers. Reporting to the President, the Vice President serves on the President's Cabinet and in this role the Vice President is responsible for facilitating and promoting effective support for the college's mission of student learning by providing administrative services management for the college.

The Vice President serves on the management team for collective bargaining with employee organizations; works cooperatively with other vice presidents in establishing budgetary and performance targets; and represents the college to community groups and state organizations. As a member of the President's Cabinet, the Vice President contributes to policy formulation, strategic planning, financial health and budget development, and works collaboratively in support of a positive work environment, college effectiveness, and student success.

The Vice President of Administrative Services has overall responsibility for the Division of Administrative Services, comprised of five departments, including contracts and procurement, public records, public safety, finance and auxiliary services and campus operations.

This leader will advance leadership, management, and policies in collaboration with members of the President's Cabinet, faculty, staff, students, and external stakeholders.

The role and responsibilities for this position include the following:

### *Leadership*

- Responsible for the physical plant, real estate and other property of the college. Responsible through the Executive Director of Campus Operations for the efficient and effective operations of the physical plant as well as compliance with building codes and laws and all safety requirements.

- Directs Facilities and Sustainability departments in the formulation of the College's Capital Outlay Plan and all other functions in acquiring funds for construction, renovation, and repair of College structures, including facility surveys and educational specifications.
- Responsible through the Director of Public Safety for campus safety and security, parking services and emergency management and disaster preparedness.
- Responsible through the Executive Director of Campus Operations and Director of Sustainability for creating and reviewing sustainability benchmarks, efforts & initiatives of the built environment.
- Oversees the operations of college auxiliary services such as Food Services & Events and the Early Learning Center.
- Supervises the College records management, purchasing and contract functions to ensure conformity with applicable laws, rules, regulations, policies, procedures, and to obtain optimal value for the College.
- Responsible through the Executive Director of Finance to provide efficient and effective Business Office operations for the College.
- Ensures that all areas under supervision are fully accountable and in complete compliance with all guiding and controlling rules, regulations statutes, and laws.
- Recommends policies and procedures for administrative activities of the College.
- Establishes and maintains beneficial relations with various agencies, private enterprises, governmental bodies, public officers, and others whose support is important to the achievement of the College mission.

#### *Supervision of Personnel*

- Lead recruitment, selection, training and development, retention, and evaluation of a diverse staff and faculty.
- Build an effective leadership team that is results driven and characterized by collaboration, cooperation, and trust.
- Supervise designated staff including approving/denying leave requests, evaluating employee performance on a yearly basis, resolving grievances in consultation with Human Resources, establishing expectations, taking corrective action, and making recommendations for disciplinary action.

#### *Finance and Budget Management*

- Serves as Senior Financial Officer and strategic business partner to the President's Cabinet.
- Develops and consolidates the proposed College budget and ensures that College affairs are administered within the approved budget.
- Furnishes the President and the Board of Trustees with balance sheets, income and expense statements, warrant lists, budgetary position reports, and other special reports as required or requested.
- Establishes, integrates, and coordinates sound and practical business control processes.

- Negotiates architectural, engineering, construction, auxiliary services and other contracts on behalf of the College as directed by the President.

*Labor Management*

- Serves as member of the administrative bargaining team for negotiation with faculty and classified unions.
- Serves as a fully participating ex-officio member of the labor management team for faculty and classified unions.

Additional information on Bellevue College's current organizational structure can be accessed here: [Organizational Chart](#).

This person will be a demonstrated and experienced leader who will advance the following agenda items in collaboration with the college's senior leadership team and campus community:

**Lead, develop, and uplift a talented group of division professionals**

The next Vice President for Administrative Services will be joining a team of highly capable and committed professionals that have been significant contributors to the successful financial and operational position of the college over the last few years. This team is comprised of both long-serving employees as well as relatively new managers who are promoting institutional knowledge with key change management initiatives. The next Vice President will be an exceptional leader of people that prioritizes retention and hiring that aligns with the institution's evolving goals and plans in the future. This person will be an outstanding listener and a steadfast advocate for their team.

**Contribute at a high-level to an evolving leadership team and innovative culture**

Bellevue College is in the process of constructive and positive change as it explores its essential role in the future. The next Vice President will be joining a senior leadership team that will be comprised of both established and new vice presidents that will be working with a relatively new President to the college and a new organizational structure. Additionally, the institution will be looking toward commencing a strategic planning process in the coming academic year. The next Vice President for Administrative Services will be a consummate leader that will be able to immediately contribute to an evolving senior leadership team and culture of innovation and change.



**Work with an orientation toward efficiency and continuous improvement**

While the financial and operational elements of the college are strong, the next Vice President will be charged with exploring ways to scale process and procedures for continued success in a future higher education landscape. The institution will be making some significant investments in infrastructure in the coming years despite relatively modest deferred maintenance

needs. The next Vice President will be adept at process improvement and efficiency initiatives, as well as ways to cross-train staff to mitigate gaps in coverage when there are personnel transitions and/or other adaptation needs. This will help support efforts for future capital projects and space needs.

**Foster and support diversity, equity, and inclusion initiatives**

Diversity, equity, and inclusion is a top priority universally across the campus and much of the discourse at Bellevue College is communicated through the lenses of diversity, equity, and inclusion. However, there is a sense that more work can be done to live out these priorities through actions, especially in improving educational access, hiring faculty and staff from diverse backgrounds, and supporting historically excluded and underrepresented students. The next Vice President will work closely with the senior leadership team as well as the Vice President for Diversity, Equity and Inclusion on this work and be seen as an informed and active sponsor of these values.

**Qualifications & Qualities**

Bellevue College seeks a strategic and visionary Vice President of Administrative Services to help lead its campus and community into the future.

The next Vice President should embody many of the following professional qualifications and personal qualities:

- *Academic:* A bachelor's degree is required; a graduate degree and/or equivalent credential is preferred, ideally in an appropriate and relevant field of study.
- *Experience:* Prior administrative and academic leadership experience with at least five years of increasingly responsible administrative and supervisory experience in operations and capital with responsibility for fiscal affairs, facilities management, and planning. Experience managing public records, managing contracts, and working with labor/management relations in a collaborative

collective bargaining environment. Progressive experience within the Washington community and technical college system is preferred.

- *Leadership:* Work experience leading and managing staff through significant change is preferred in the context of the evolving higher education landscape. Demonstrated effective leadership skills including ethics and integrity, problem-solving, conflict management, and decision-making. Ability to foster a service philosophy, with a commitment to data-driven accountability and continuous improvement.
- *Management:* Experience that demonstrates skills in planning, developing and monitoring college budgets, policies, and procedures. Experience that demonstrates success in finance and operations in a medium to large enterprise or institution. Experience effectively managing complex and diverse organizational units with competing needs.
- *Diversity, Equity, Inclusion:* A steadfast advocate for diversity, equity, inclusion, and belonging across all dimensions of the college. A demonstrated commitment to and track record of promoting and supporting the trajectory of students and the careers of individuals from historically excluded and underrepresented populations.
- *Cultural Competence:* Demonstrated success in maintaining a high level of cultural competence and a commitment to racial equity in the workplace and educational environment.
- *Strategy:* Experienced in strategic thinking and planning, goal development, and plan implementation skills. Demonstrated ability to plan, prioritize, organize, innovate, and oversee complex work processes, process improvements, and projects. Ability to identify and implement process and system improvements, especially employing lean and six-sigma orientations to process improvement.
- *Resourcefulness:* An ability to manage a broad, complex, and demanding portfolio with limited resources. The ideal candidate will be a creative leader who is able to take reasonable risks, make difficult decisions, and communicate them effectively across all groups.
- *Collaboration:* A collaborative approach with the ability to facilitate and grow trust across internal and external constituencies.
- *Communication:* An empathetic and collaborative communicator who is able to build and maintain trust quickly and inspire others by presenting credible visions of the future to all stakeholder groups.



- *Integrity and Accountability:* A leader with the highest level of ethics and integrity, someone that sets high expectations, and holds themselves and others accountable for following through on commitments.
- *Interpersonal skills:* Exemplary skills as demonstrated by being self-motivated, proactive, resourceful, adept at building relationships, empathetic, a servant leader, and service-oriented with a keen focus on the organization they serve.

## **Search Process & Appointment**

Bellevue College invites nominations, expressions of interest, and applications as part of the search for their next Vice President of Administrative Services. Please visit the link [Submissions](#) to submit a nomination, express interest, and/or apply for the position.

### *Application Process*

For full consideration, candidates should visit the link “Submissions” above, and complete the following steps by Friday, March 29, 2024. Applications received after that date may be considered until the position is filled.

1. Select “Apply” and complete the brief online application form.
2. Follow the directions to submit the following documents:
  - a. a letter of interest outlining their experience relative to the role and the description of the position;
  - b. a resume or curriculum vitae;
  - c. a diversity statement of no more than two (2) pages that describes and provides specific examples of how their educational and/or professional experiences, background, or philosophy demonstrate their commitment to diversity, equity, and inclusion, and how these prepare them to contribute to Bellevue College.
3. Additional information regarding references and due diligence will be requested from semi-finalists and finalists later in the process.
4. Prior to the start of employment, a full background check (including identity, degree verification, criminal records check, media check, and sexual misconduct check) will be conducted. Information from the background check will not necessarily preclude employment but will be considered in determining the applicant's suitability and competence to perform in the position.

### *Timing*

Candidate recruitment will occur until an appointment is made. We anticipate that semi-finalists and finalists will be interviewed beginning in April 2024. The start date for the position will be negotiated with the candidate of choice, but the college is anticipating the next Vice President will begin their work no later than July 1, 2024.

### *Compensation & Benefits*

The anticipated annual salary range for the position is \$138,661/year - \$207,992/year. Typically, the new hire starts no higher than \$180,000 based on the Bellevue College

Exempt salary schedule. The final annual salary will be commensurate with the successful candidate's qualifications and related experience. This position is eligible for relocation allowance.

A generous [benefits package](#) is offered through Washington State plans that includes multiple medical, dental, life and disability coverage choices for employees and dependents; choices of retirement and deferred compensation plans; paid holidays, sick, and vacation plans; transit program, reduced tuition, employee discounts and memberships, etc.

*Bellevue College is an Equal Opportunity Employer in accordance with applicable federal and state laws and regulations.*

*Bellevue College is an Equal Opportunity Employer in accordance with applicable federal and state laws and regulations. Bellevue College does not discriminate on the basis of race or ethnicity; creed; color; national origin; sex; marital status; sexual orientation; age; religion; genetic information; the presence of any sensory, mental, or physical disability; or veteran status in educational programs and activities which it operates. Bellevue College is prohibited from discriminating in such a manner by college policy and by state and federal law. All college personnel and persons, vendors, and organizations with whom the college does business are required to comply with applicable federal and state statutes and regulations designed to promote affirmative action and equal opportunity.*

## **About Bellevue College**

Bellevue College is a diverse student-centered, comprehensive, and innovative college, committed to teaching excellence that advances the life-long educational development of its students while strengthening the economic, social, and cultural life of its diverse community. Bellevue College is located just 10 miles east of Seattle and serves a student population of nearly 20,000, with over 57% students of color and nearly 1,200 international students. The college promotes student success by providing high-quality, flexible, accessible educational programs and services; advancing racial equity, inclusion, and global awareness; and acting as a catalyst and collaborator for a vibrant region.

Bellevue College strives to create a vibrant and inclusive campus community that supports a diverse student body, faculty, and staff. As an essential part of the institution's mission and goals, diversity, equity, and inclusion are promoted and fostered in all aspects of college life. By enriching student life through leadership opportunities, personal learning, and cultural experiences, Bellevue College is committed to building an inclusive and diverse campus community that fosters creativity, innovation, and student success.

For more information on Bellevue College's awards and achievements, please visit: [Awards and Achievements](#).

## Facts & Figures

### *About Bellevue College*

- Founded in 1966
- Public (state-assisted)
- Open-access and community-based
- Coeducational

### *2022-2023 Enrollment*

- Students: 19,134
- Students Enrolled for Credit: 18,204
- Fall Students Enrolled for Credit: 11,631



### *Demographics*

- The average age of BC credit students is 25.9; the median age is 21.
- Full-time students: 51% (taking 12 or more credits)

### *International Enrollment*

- International students (all visa types) enrolled in credit classes: 1,181
- Enrollment from 69 countries outside of the U.S.

### *Student Body Race/Ethnicity*

- American Indian or Alaska Native: <1%
- Asian: 27%
- Black or African American: 5%
- Latina, Latino, Latinx, or Hispanic: 12%
- Native Hawaiian or other Pacific Islander: <1%
- White: 36%
- Two or more races: 12%
- Undisclosed: 8%

### *Employees*

- Total employees: 1,402
  - Faculty: 757
    - Full-time faculty: 216
    - Part-time faculty: 541
  - Staff: 645

### *Employee Race/Ethnicity*

- American Indian or Alaska Native: <1%
- Asian: 17%
- Black or African American: 5%

- Latina, Latino, Latinx, or Hispanic: 5%
- Native Hawaiian or other Pacific Islander: <1%
- White: 58%
- Two or more races: 6%
- Undisclosed: 8%

#### *Academic Calendar*

- Quarterly (summer, fall, winter, spring)
- Academic year runs July through June

#### *Award Levels*

- Bachelor's Degree
- Associate Degree
- Professional/Technical Degrees
- Certificates

#### *Instructional Divisions*

- Arts & Humanities
- Health Sciences, Education, and Wellness Institute (HSEWI)
- School of Business and Technology
- Science
- Social Science

#### *Degrees & Certificates*

- Transfer associate degree programs: 9
- Non-transfer associate degree programs: 2
- Bachelor's degrees: 14
- Professional-technical degrees: 22
- Certificate career-preparation programs: 66

#### *Additional For-Credit Programs*

- Basic Education for Adults
- Dual Credit Programs
- Parent Education
- Workforce Development

#### *Non-Credit Programs*

- Community Education
  - Art and Design
  - Personal Enrichment
  - World Languages
  - Retirees (TELOS)
  - Teen Program
- Tombolo Institute
  - Business
  - Technology

- Healthcare
- Corporate Training

#### *Highest-Enrolled Programs*

- Associate of Arts & Sciences (AAS) Direct Transfer Agreement
- Associate of Arts in Business (AA) Direct Transfer Agreement
- Associate of Arts in General Studies (AA)
- Associate in Science - Transfer (AS-T) Track 1
- Associate in Science - Transfer (AS-T) Track 2

#### *Facilities*

- Main campus – 100 acres in southeast Bellevue
  - 18 total buildings (totaling 982,000 square feet)
  - 12 academic buildings (totaling 735,500 square feet of classroom and instructional space)
  - 1 residence hall (including 400 beds in a mix of studios, 2 bedroom and 4 bedroom apartments)
  - Multiple sports facilities (including fitness center, challenge course, gymnasium, baseball field, soccer fields, and softball field)
  - 300-seat Carlson Theatre and 80-seat Stopgap Studio Theatre
  - Certified as a Level 1 Arboretum in 2022 (by ArbNet)
- North campus - two acres, one building (70,000 square feet)

### **Core Values and Mission**

#### *Core Values*

We, the Board of Trustees, faculty, staff and administration of Bellevue College, place students at the center of all we do and support and promote the excellence of their efforts. We affirm and embody pluralism, value collaboration and shared decision making, and honor creativity and innovation. We consider it our duty to anticipate changing demands in education and welcome the opportunity to shape its future. We acknowledge our responsibility to society and embrace the belief that widespread access to excellent post-secondary education is the cornerstone of a democratic society.

#### *Mission*

Bellevue College is a student-centered, comprehensive and innovative college, committed to teaching excellence, that advances the life-long educational development of its students while strengthening the economic, social and cultural life of its diverse community. The college promotes student success by providing high-quality, flexible, accessible educational programs and services; advancing pluralism, inclusion and global awareness; and acting as a catalyst and collaborator for a vibrant region.

## Core Themes

### *Objectives, Indicators, and Measures of Achievement*

Bellevue College's four core themes collectively express the mission of the college. The college has established objectives, indicators, and measures of achievement in order to continuously assess mission fulfillment.

For more information, please see: [Core Themes, Objectives, Indicators, and Measures of Achievement](#).

### *Student Success*

Bellevue College supports the success of all students in meeting their educational goals through its commitments to open access learning; a portfolio of appropriate and well-chosen educational programs, services, and activities; and ongoing attention to student persistence and educational attainment.



### *Teaching and Learning Excellence*

Bellevue College prepares and enables excellence in teaching and learning through its commitments to ensure relevance, responsiveness, and inclusiveness of curriculum; to maintain an effective teaching environment by supporting the teaching and professional achievement of all faculty; to provide for the accessibility of quality learning support services; and to monitor the academic and professional success of all students.

### *College Life and Culture*

Bellevue College values a learning and working environment through its commitments to support a campus environment that is diverse, inclusive, open, safe, and accessible; to model a college community that affirms and embodies racial equity and values collaboration and shared decision making; and to honor and practice sustainability, creativity and innovation.

### *Community Engagement and Enrichment*

Bellevue College strives to be a leader and partner in building a strong and vibrant region through its commitments to collaborate with businesses, industries, local school districts, primary transfer institutions, alumni, donors, and governmental and social services organizations to develop and refine educational programs that prepare individuals for academic success, employment, and lifelong learning; and to provide programs and space for use by the community at large.

## BC Priorities Project

As part of preparation for the search for a permanent college president, the Board of Trustees requested campus leadership to embark on a project to identify the priorities and values that will guide the college through the next 3-5 years. This project, the BC Priorities Project, was designed to help the Board and Bellevue College's leadership team to focus on what is most important to the campus and the greater community and inform the development of materials and criteria to identify the best leaders to continue moving the college forward. For more information, please visit the [BC Priorities Project Report](#).

## Student Success

### *Achieving the Dream*

In 2017, Bellevue College joined the Achieving the Dream (ATD) network. As a member, the college has access to leadership and data coaches who will help close equity gaps and improve graduation and retention rates for all students. For more information, please visit: [Achieving the Dream \(ATD\)](#).



Based on the ATD's [Institutional Capacity Assessment Tool \(ICAT\)](#), an integrated, institution-wide approach to student success called [Guided Pathways](#) was adopted. These include three workgroups comprised of members from across the college whose mission is to work on specific student success priorities.

### *BC Pathways*

The BC Pathways program develops career and academic pathways for students including structured exploratory experiences for undecided students. For more information, please visit: [BC Pathways](#).

### *Integrated Student Supports (ISS)*

ISS coordinates and systematizes student support efforts campus-wide to help students identify their education and career plan and provide proactive and frequent supports until they finish. For more information, please visit: [Integrated Student Supports](#).

### *Faculty Professional Development (FPD)*

The Faculty Professional Development group ensures students are taught by skilled instructors who are equipped with effective research-based tools and culturally-responsive practices to help close equity gaps and increase student success. For more information, please visit: [Faculty Professional Development](#).

ATD embraces the principle of “systemic change” as the college works to implement and sustain holistic changes that improve student outcomes. By helping students make more informed choices about what courses to take (BC Pathways), providing the targeted support they need (ISS), and developing effective, equity-focused tools for faculty to incorporate into their classrooms (FPD), this work will help close equity gaps and help students achieve their academic and career goals.

### **Accreditation**

Bellevue College is accredited as a baccalaureate degree-granting institution by the Northwest Commission on Colleges and Universities (NWCCU), a regional accrediting body recognized by the U.S. Department of Education. NWCCU accreditation was most recently reaffirmed in 2019. For more information, please visit: [Northwest Commission on Colleges and Universities](#).

### **Leadership and Governance**

Bellevue College is led by visionary, innovative, and service-oriented leaders in both their [Board of Trustees](#) and [senior leadership team](#), which both work in close collaboration with the President.

The Board of Trustees is composed of six members, appointed by the Governor of Washington and confirmed by the Senate. Five of the members serve a five-year term and the student member serves a one-year term.

Legal power and responsibility for the operation of Bellevue College rest with the Board of Trustees. The Board of Trustees is an agency of the state and derives its authority as described in [RCW 28B.50.100](#). It is the responsibility of the Board of Trustees to establish policy and to evaluate the total college program.



*President David May, Ph.D.*

Dr. David May began his tenure as President at Bellevue College on July 1, 2023.

A Pacific Northwest native, Dr. May is in his third decade as an educator and leader in higher education in the state of Washington. Dr. May has focused his career on student success and regional partnerships. Holding a doctorate in political science from Washington State University, Dr. May is an expert in the area of Supreme Court politics. He is passionate about the role of higher education in producing responsible and engaged citizens and as an engine of social mobility.



Recognizing the critical role of public higher education as a point of access, opportunity, and excellence, Dr. May continues to focus on expanding educational opportunities for the entire range of diverse students that make up our region and our state. As the Interim President of Eastern Washington University, Dr. May was committed to ensuring student success and safety as we lived through and emerged from the pandemic and preparing the institution and its students to be leaders in the social, economic, and political recovery of our communities.

In his time off, Dr. May spends time with his wife, daughter, and their dog Roscoe. He enjoys travel with his family and year-round outdoor activities including biking, hiking, and backcountry skiing.