

## Executive Vice President of Administration and Finance



### The Search

Howard Community College (HCC) invites applications and nominations for the position of Executive Vice President of Administration and Finance (EVPAF). Howard Community College is the premier higher education resource for personal and professional development in one of the most vibrant, diverse, and best educated counties in the nation. Offering two-year degree and certificate programs built around stable industries and high-demand careers, HCC provides flexible scheduling and online, hybrid and accelerated learning formats and enrolled almost 15,000 credit students in FY2024. HCC offers an 18:1 student-to-faculty ratio, with 104 different countries represented within the student body.

### The Role

The EVPAF reports to the President and is a member of the President's Senior Leadership Team. The EVPAF provides leadership, stewardship and direction for the college's finance, human resources, facilities operations, capital programs, auxiliary services and food service operations. As the college's chief financial officer, the EVPAF serves as the principal advisor to the President and the Board of Trustees on all institutional financial matters.

### LEADERSHIP OPPORTUNITIES FOR THE EVPAF

#### Leadership for HCC and outsourced team members

The EVPAF will lead and integrate outsourced finance and human resources talent, focusing on aligning strategic priorities, enhancing professional development, and effectively leveraging outsourcing partnerships. Across all areas of the EVPAF's responsibility, the ideal candidate's expected goal is to create stability within the organization by improving services, modernizing and updating administrative business processes, and leveraging a new ERP system (discussed below). The college has substantial reserves that make programmatic and service investment feasible.

#### Partner with the President and the Executive Team

The EVPAF will work closely with the President and colleagues on the Senior Leadership Team to define and grow the mission and priorities of the institution. The EVPAF will have the chance to support important institutional

priorities through multi-year financial planning, while also being an important voice in daily decision-making and executive advising

#### Implementing a new ERP system

HCC is embarking on the implementation of a new ERP system starting in the fall of 2025, which will have a significant impact on both the finance and human resource teams. The new EVPAF will arrive in the first year of this two-year project and will have the opportunity to provide significant leadership to take the best advantage of the system's capabilities as a foundation for new operating procedures, more comprehensive documentation standards, and new ways of accomplishing key institutional priorities.

#### Support for Human Resources

The EVPAF will provide leadership to the human resources organization, which will be staffed with key Campus Works employees for the next 5 years. This structure will require sophisticated leadership for the outsourced team, and cultivation of buy-in from the campus community to this innovative way of providing HR expertise.

## About Howard Community College

Howard Community College (HCC), located in Columbia, Maryland, is a dynamic public two-year institution committed to providing accessible, high-quality education that empowers individuals, families and industries. Founded in 1970, HCC serves approximately 22,000 credit and non-credit students annually, and offers over 100 associate degrees, certificates, and workforce development programs.

The college is renowned for its innovative approaches in accelerated 7-week courses and strong transfer and certification partnerships with four-year universities and businesses, ensuring students achieve their academic and career goals.

As a cornerstone of the Howard County community, HCC actively collaborates with regional employers, government agencies, and nonprofit organizations to align programs with regional workforce needs. The college emphasizes fiscal responsibility and operational efficiency, balancing budgetary constraints with strategic investments in technology, infrastructure, and employee development.

The college enjoys stable investment from state and county appropriations. HCC has been well positioned in the last three years to offer employees competitive salaries and benefits that are among the highest among county-based agencies and within the top third of all community colleges statewide.



## About President Willis

Daria J. Willis, Ph.D. serves as the fifth president of Howard Community College. She assumed office in January 2022, following a nation-wide search process and an unanimous vote by the college's Board of Trustees. She is focused on issues of diversity, equity, and inclusion, ensuring the college's culture of care and belonging extends to all students and employees.

Dr. Willis leads with the belief in a two-generation approach

to comprehensive student success. Since her appointment, she has directed substantial investments in making the campus child-friendly by overseeing enhancements to our physical campus and the evolution of policies and procedures that reflect equity in student-parent access.

HCC has achieved significant milestones as Howard County's premier higher educational resource for personal and professional development. The college has increased enrollment in each of the last four years and reopened the campus' Children's Learning Center to support student parents following its closure in 2021 during the COVID pandemic. HCC has also launched the state's first community college-based Boys & Girls Club to support youth development in surrounding communities, and established Project Elevate, a juvenile justice intervention program, also the first of its kind in the state.

She currently serves on the boards of the Maryland Association of Community Colleges (MACC), the Howard County Economic Development Authority, the World Trade Center Institute, and the Phi Theta Kappa International College Honor Society.

## Key Responsibilities:

The EVPAF has direct supervision of the Associate Vice Presidents for Finance and Human Resources, both of whom are Campus Works employees, as well as the facilities management, auxiliary and campus services leadership. Additional responsibilities include:

- Advancing the college's mission, vision and strategic plan and involving the administration and finance area in the development of these plans.
- Ensuring effective communication throughout the division and the college community.
- Oversees the preparation and presentation of the college's capital and operating budget requests.
- Ensure that the college is in compliance with all COMAR regulations and other local, state and federal regulations relating to the administration and finance area.
- Advise the President on matters pertaining to the administration and business functions of the college.
- Oversee the development and maintenance of the long-range master plan for facilities through the Capital Programs Administrator.
- Lead and oversee the direction and management of campus maintenance, engineering, housekeeping, grounds, mailroom operations, construction and renovation through the Associate Vice President of Facilities.
- Lead and oversee the direction and management of the operations of the Finance Office, including finance and accounting, budget preparation and control, payroll, procurement, accounts payable, cashing, accounts





receivable, inventory, contract management, grant reporting, financial audit and investment of funds, through the Associate Vice President of Finance

- Lead and oversee the direction and management of the operations of the Human Resources office including hiring and recruitment practices, professional development and training activities, employee relations, employment records and compensation programs through the Associate Vice President of Human Resources.
- Lead and oversee the direction and management of the college's auxiliary outsourced food service and outsourced bookstore operations and facilities rentals through the Director of Auxiliary Services.
- Oversee the college's insurance coverage to ensure adequate coverage is maintained for all college property and personnel through the Capital Programs Administrator.
- Oversee the coordination of all insurance matters with the county's Risk Management Committee through the Capital Programs Administrator.
- Coordinate all external financial issues with the county and state agencies.
- Develop and implement administrative policies for the division in support of the college.
- Select, supervise and evaluate associate vice presidents and directors in the division.
- Set priorities and framework for each function,

oversee delegated responsibilities and support sound administrative decisions and resolve problems in the area.

- Serve as a member of the President's staff and on other college and community committees as requested by the President.
- Oversee project research and data analysis as required.
- Other duties as assigned by the President.

### **The ideal candidate will possess:**

- Progressively responsible senior leadership experience in a financial- or administrative-management role with increasing levels of demonstrated responsibility within an organization similar in size and complexity to HCC.
- A master's degree in administration or a business-related field or a licensed CPA candidate, with at least 5 years of supervisory experience in finance is strongly preferred.
- Progressively relevant leadership experience in publicly funded higher education is preferred. Experience with community colleges and/or Maryland higher education is a plus.
- Demonstrated leadership in budgeting, planning and analysis, capital project financial planning and also human resources management preferred.
- Demonstrated ability in effective planning and policy decision making; knowledgeable about best practices both in the non-profit and for-profit finance areas, a plus.



## Procedure for Applying

The Search Committee is currently accepting and reviewing applications until the position is filled. The deadline for submission for best consideration is Friday, **October 9, 2025**.

## Candidates Should Provide:

- Letter of interest stating how the candidate's experiences and qualifications connect with the characteristics and priorities expressed in the position profile.
- Resume or curriculum vitae.
- Five professional references with emails, telephone numbers, and a description of the candidate's professional relationship with each reference listed (references will not be contacted without prior written authorization from the applicant).

Visit [HCC-EVPAF Application portal](#) to apply for the position. Should you have any questions or encounter any difficulties with the application process, please contact [HCC-EVPAF@AGBSearch.com](mailto:HCC-EVPAF@AGBSearch.com)

The search is being assisted by the following professionals from AGB Search:

### Margaret "Peggy" Plympton

*Principal*

[Margaret.Plympton@AGBSearch.com](mailto:Margaret.Plympton@AGBSearch.com) | 484-554-4543

### Larry Ladd

*Executive Search Consultant*

[Larry.Ladd@AGBSearch.com](mailto:Larry.Ladd@AGBSearch.com) | 508-274-0910

## EEO Statement

Howard Community College (HCC) is an Equal Employment Opportunity & Affirmative Action employer & values diversity within its faculty, staff & student population. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, gender, sexual orientation, gender identity, genetic information, disability or protected veteran status.

HCC understands that persons with specific disabilities may need assistance with the job application process and/or with the interview process. For confidential assistance with the job application process, please contact the Office of Human Resources at 443-518-1100.

- Experience in leading and supervising senior-level directors accountable for key operational functions serving the College
- Demonstrated commitment to diversity and professional development at all levels
- Excellent interpersonal communication skills with evidence of collaborative, ethical, and team-oriented management and leadership style
- Demonstrated ability to deal effectively with governing boards, students, administrators, faculty, representatives of government and the community at large
- Demonstrated experience in working with external funding agencies for the purpose of advancing the college's budget and initiatives
- Excellent communication and presentation skills in both small- and large-group settings
- Proven skills in working collaboratively with financial institutions, community partners, and government agencies
- Ability to work effectively with individuals from a broad spectrum of backgrounds and positions
- Knowledge and ability to effectively negotiate contracts
- Performs all duties while considering the impact of any actions on the college's sustainability initiatives in the areas of environmental stewardship, social responsibility and economic prosperity.