

HENRY FORD COLLEGE

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VICE PRESIDENT AND CHIEF FINANCIAL OFFICER



Henry Ford College (www.hfcc.edu) seeks nominations and applications for the position of **Vice President and Chief Financial Officer (VP/CFO)**.

Henry Ford College (HFC) is a public institution of higher education located in Dearborn, Michigan. Founded in 1938, HFC is accredited by the Higher Learning Commission, (hlcommission.org).



The Vice President and Chief Financial Officer reports to the College president, Russ Kavalhuna, who is focused on making Henry Ford College Michigan's leader on student success and the gateway to a better life for Michigan's most diverse student body, serving over 12,000 students with a budget over \$115M.

President Kavalhuna and the Board of Trustees seek a teammate who loves working on teams and who pursues a goal bigger than any one employee. This new teammate will be one of the President's senior advisors and serve on the College Cabinet. In addition to the oversight of the College's budget, this person will serve as a peer to all other cabinet members and will thrive in working to solve the college's most difficult challenges, while pursuing a student-success future for Henry Ford College and all higher education. This exciting opportunity will include leading multiple directors and departments encompassing over 100 employees.



Russell A. Kavalhuna, J.D. assumed the role of the College's sixth president in July 2018. Mr. Kavalhuna is leading the way in creating affordable access to meaningful higher education for all students. His mission is to promote HFC education as a gateway to the middle class, and to support student success. Learn more about Russ [here](#).

If you would love working on a collaborative, fast-moving senior team who are passionate about the life-changing work of higher education, have excellent financial skills, and you can lead teams in ancillary (non-academic) departments, you should apply for this role. If you are not sure this is the right role, but you are a great teammate and love a challenge, you should apply!

ROLE OF THE VICE PRESIDENT AND CHIEF FINANCIAL OFFICER

The Vice President and Chief Financial Officer is a key leadership position in our College and in the community. The Vice President plans and leads the College's financial services and budget development. The position may also be assigned to lead information technology services, facilities, risk management, financial aid, and/or auxiliary services.

The Vice President interacts with every HFC department and works collaboratively with all college constituencies including national and state governmental entities such as the Department of Education, and our local governing authority, the Henry Ford College Board of Trustees.

The Vice President provides ongoing communication, education, and knowledge of the College's overall financial objectives. This includes but is not limited to the College's current monetary conditions and future fiscal projections. The Vice President is foundationally committed to Advancing Belonging, Inclusion, Diversity, and Equity at Henry Ford College. Additionally, in partnership with the executive leadership team, the Vice President establishes operational and administrative strategies for the conscientious and accountable direction of the College in support of our [2025-2027 ABIDE Strategic Plan](#), while promoting a strong culture of transparency and service of the collective stewardship of HFC's insitutional resources.

HISTORY OF THE ROLE

John S. Satkowski, J.D., joined Henry Ford College in 2012 as the Vice President of Finance, Facilities, IT, and Auxiliary Services. He successfully led the College through a crucial financial reorganization during a debt crisis in 2013 by positioning HFC to operate in an era of fiscal accountability and responsibility. In 2017, Vice President Satkowski was unanimously appointed by the Board of Trustees to serve as interim president until Russ Kavalhuna assumed the College presidency in July 2018.

Among other accomplishments, recently Satkowski has spearheaded the Integrated Energy Master Plan (IEMP) at Henry Ford College. In 2023, he was named as a Notable Leader in Energy by Crain's Detroit Business. After serving the HFC community for over 13 years, the HFC community wishes him well as he officially retires mid-2025.

To allow for a successful transition, the new Vice President and CFO is expected to begin prior to Mr. Satkowski leaving.

Existing Structure of Finance, Facilities, IT, and Auxiliary Services*

Currently, the following departments and teams report to the Vice President of Finance, Facilities, IT, and Auxiliary Services.

- Financial Services
 - Accounts Payable
 - Payroll
 - Accounting
 - Budgeting
 - Cashier's Office
 - Purchasing
- Facilities Services
 - Financial Aid
 - Information Technology
 - Auxiliary Services
 - College Bookstore
 - Skylight Café

**departmental reporting structure subject to change to align with the new Vice President.*

EXCITING OPPORTUNITIES, STRATEGIC PRIORITIES, AND POTENTIAL CHALLENGES OF THE POSITION

It's a great day to be a Hawk! This is an exciting time to welcome our new Vice President and Chief Financial Officer. The successful candidate will benefit from working for a student-centered community college with strong leadership that is experiencing increases in enrollment and significant growth within our foundation.

Recent successes: Earlier this year, residents of the City of Dearborn renewed the College operating millage for eight years, highlighting the deeply rooted partnership and support that HFC receives from the community to provide outstanding education and services.

Also in 2024, the College opened our new 14.9-million-dollar Entrepreneur and Innovation Institute/Technology Building Renovation and Addition transforming a 51-year-old existing structure. To enhance student learning, HFC recently added 19 new HyFlex classrooms throughout our main campus.

In addition to those successes, our executive leadership team members have identified several likely opportunities, priorities, and challenges anticipated in the near future.

Buildings and Grounds

- Southeast Michigan Student Success Center (SEMSSC). Plans are underway to build the biggest infrastructural project in College history, with an expected cost of \$80 to \$90 million. The project will entail a new building on Evergreen Road, renovations of A and B buildings, and the demolition of N and K buildings. The VP/CFO will play a key role in leading this project with full occupancy expected after 2025.

Advancing A Student Success Strategic Plan

- The VP will be the Chief Financial Officer supporting HFC's strategic plan, which is solely focused on student success. The strategic plan is a distinguishing attribute for HFC and a point of pride. HFC's goal is to be Michigan's leader on student success metrics, e.g., access to higher education, retaining students, supporting students through to course and degree completion, and providing pathways to careers and/or transfers to higher degrees. The plan is focused (encompassing one page), precise (entailing accountable goals), and intentionally set to drive urgency (lasting only two years). The VP will play a pivotal role in advancing this strategic plan.
- The executive leadership team is determining the best reporting structure to serve our constituents in alignment with our 2025-2027 strategic plan. This may result in modifications to the College's organizational chart, including the departments that currently report to the VP/CFO.

AN IMPORTANT MESSAGE TO POTENTIAL APPLICANTS

Henry Ford College is an inclusive and welcoming institution. We are eager to meet people who believe in the Henry Ford College Mission, Vision, and Values and we recognize that no single person will perfectly meet or exceed every competency and qualification listed. We also acknowledge that underrepresented populations including women and those historically excluded from executive-level positions in higher education, and/or the fields of finance, technology, buildings and grounds, and safety, may be apprehensive to apply if they do not meet 100% of the qualifications beyond the posted core required educational competency. We strongly encourage all individuals with a strong interest in this amazing leadership opportunity to apply.

HFC values diverse perspectives and potential. We want people to feel comfortable expressing their authentic selves to join us and do their best rewarding work here, changing the lives of our students.

- *Do you love working on fast-paced teams that are collaborative and see teamwork as the only way to excellence?*
- *Do you have a passion for the life-changing work of higher education?*
- *Can you serve as a senior leader who reports to the college president and be a peer with cabinet team members who tackle the most difficult challenges by focusing on teamwork?*

At this point, we hope you are excited about leading in this role and can contribute to our College in a variety of ways. Therefore, we are open to considering candidates with strong transferable skills and the ability to lead.

CORE REQUIRED COMPETENCIES, PROFESSIONAL QUALIFICATIONS, AND PERSONAL QUALITIES

We are excited to start the conversation with applicants whose career reflects the following competencies and qualifications. However, less traditional backgrounds and experience that demonstrate proficiency and the ability to perform the essential duties will be evaluated for equivalency to the education and experience, along with the core competencies and qualifications listed below.

Core Required Competencies

- **Education:** Master's degree in finance, business, or related field from a regionally accredited institution, or a CPA licensure (*must be current at the time of hire*).
- **Experience:** 10 years' progressive financial experience as a controlling manager of budget and accounting operations, including at least 5 years in a leadership role.

We seek someone who demonstrates the following Fundamental Values and Personal Qualities:

- **Unquestionable Integrity:** Contributes to maintaining the integrity of the organization; displays high standards of ethical conduct and understands the impact of violating these standards on an organization, self, and others; is trustworthy.
- **Strong Interpersonal Skills:** Shows understanding, respect, friendliness, courtesy, tact, empathy, concern, and politeness to others; develops and maintains effective relationships with others; may include effectively dealing with individuals who are difficult, hostile, or distressed; relates well to people from varied backgrounds and different situations; is sensitive to cultural diversity, race, gender, disabilities, and other individual differences.
- **Ability to Encourage Resolution:** Makes healthy use of tension and disagreement to promote learning and expand team perspectives; encourages parties to work together towards problem resolution; works with parties to identify a range of acceptable solutions; when appropriate, proposes effective compromises that aim to recognize each parties' needs; ensures mutual commitment to a solution.
- **Teamwork:** Encourages and facilitates cooperation, trust, and group identity; fosters commitment and team spirit; works with others to achieve goals.
- **Accountability:** Holds self and others accountable for measurable high-quality, timely, and cost-effective results. Determines objectives, sets priorities, and delegates work as appropriate. Accepts responsibility for mistakes. Complies with established control systems and rules.

Many candidates will have careers and experiences that reflect:

- Successful experience in a higher education environment of shared governance and collective bargaining.
- Demonstrated experience with facilities planning and management, including scheduled maintenance and new construction.
- Experience leading and working with diverse populations.
- Commitment to continuous quality improvement efforts both organizationally and individually.
- Demonstrated ability to provide effective leadership in a collaborative and team based environment.
- High level of energy, creativity, enthusiasm, and motivation.
- Ability to manage multiple projects and address changing priorities.
- Proven problem solving and decision making skills.
- A strong commitment to the centrality of the student experience and the mission of community colleges.

Current Essential Duties (departmental reporting structure subject to change)

Executive Leadership

- Serve as a member of the President's Cabinet; prepare Board of Trustees agenda items as needed; prepare and deliver presentations concerning Finance, Facilities, IT, and Auxiliary Services operations, activities, projects, needs, and issues.
- Provide consultation and technical expertise to administrators, personnel, and others concerning Finance, Facilities, IT, and Auxiliary Services; respond to inquiries, resolve issues and conflicts, and provide information concerning related laws, codes, standards, requirements, plans, services, accounts, projects, budgets, goals, objectives, rules, regulations, policies, and procedures.
- Direct the preparation and maintenance of a variety of narrative, financial, and statistical reports, files, and records as required by the President and Board of Trustees. Oversees the preparation of federal and state mandated reporting.

Financial Oversight

- Serve as a chief financial officer for the College; guide the President on strategic matters related to budget development, finance administration, investment activities, facilities services, property management, purchasing, and other administrative concerns; provides for proper internal controls and management of College funds.
- Manage the college's investments and spending practices with an emphasis on strong stewardship of funds. Direct the budgeting process effectively to establish sound operating and capital budgets and develop and maintain a multi-year financial planning model for use by administration and the Board of Trustees.
- Maintain current knowledge of federal and state policies and directives, and current accounting standards to ensure overall compliance with all governmental agencies impacting College operations, e.g. IRS, US Department of Education, State, etc.; prepare multiple annual and quarterly state reports.
- Prepare or direct the preparation of financial statements, business activity reports, financial position forecasts, annual budgets, or reports required by the college Board of Trustees, constituencies and regulatory agencies.
- Evaluate the needs for procurement of funds and investment of surpluses and make appropriate recommendations.
- Plan, organize, direct all the staff and functions of the finance operation including payroll, accounting, accounts payable, and student collections.
- Plan, organize, and direct all staff and functions of Purchasing as well as Shipping/Receiving.
- Coordinate the annual College audit with external audit firm.

Financial Aid

- Financial Aid Department is responsible for developing student Pell financial packages, applying scholarship funding to approved students, and addressing Financial Aid eligibility status for students. Financial Aid will process all grants for students whether they are Federal, State, or Privately funded. The department is responsible for submitting governmental agency reports and applications for future student aid. The department is also responsible for monitoring internal and external audits of its operations as well as participating directly with the College's annual audit. In addition, the department must maintain policies and procedures that ensure compliance with Federal and State laws in awarding student financial aid.

Facilities

- Coordinate and direct College-wide operations and activities involved in the inspection, cleaning, maintenance, and repair of buildings, facilities, grounds and equipment; identify construction needs and direct the planning, development, scheduling, design, and implementation of construction and renovation projects to meet the educational and operational needs of the College.
- Lead campus sustainability programs, integrating sustainability into the College's core operating practices, plans, and projects.

Information Technology Services

- Provide guidance to Information Technology Services leadership in the oversight of information technology including information systems infrastructure, network administration, the College's ERP (including integration with 3rd party systems), academic technology support, and telecommunications systems; and replacement and repair of audio-visual, video, and communications equipment used for instructional and operational support by the College.

Auxiliary Services

- Direct Auxiliary Services operations, activities, and support services such as the Student Cafe and Bookstore. Administer activities to ensure assurance and enhance cost-effectiveness and quality of related services and products.

HENRY FORD COLLEGE OVERVIEW*

Infrastructure (Main Campus and Extensions)

HFC offers classes in two locations situated in Dearborn. HFC's Main Campus is located on the southwest corner of Ford Road and Evergreen, just north of the University of Michigan-Dearborn (U-M Dearborn) campus. The East Campus – located on Schaefer Road, just north of Rotunda – is home to HFC's Michigan Technical Education Center (M-TEC) and state-of-the-art Nursing building.



M-TEC continues to support the region's economic development by providing customized programs and services to enhance current workforce skills and provide certification for job seekers. These programs continue to make significant impact for

many organizations, including the Michigan Department of Energy, Labor and Economic Growth; the Detroit Workforce Development Department; the Michigan Economic Development Corporation; and the Arab Community Center for Economic and Social Services (ACCESS).

(Looking for more information on Henry Ford College? Visit our Fact Facts 2024-2025 at <https://www.hfcc.edu/fast-facts>)

HFC Mission and Values

HFC transforms lives and builds better futures by providing outstanding education. As a student-centered, evidence-based college, our success is measured by the success of our students.

We empower learners through the development of independent, critical and creative thinking, and we foster diversity, inclusion, understanding, and acceptance to prepare learners to succeed in a global society. We anticipate and respond to the needs of our stakeholders, exceed their expectations, and serve the public good.

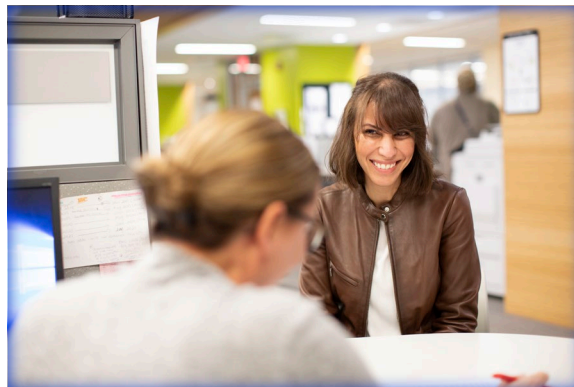


We have a **PASSION** for:

- Teaching and learning;
- Exploring diverse perspectives and ideas;
- Creating a student-centered environment;
- Transforming lives through continuous learning; and
- Excellence in all that we do

We demonstrate **INTEGRITY** through:

- Accountability;
- Responsible stewardship;
- Ethical conduct;
- Honest dialogue; and
- Sustainable practices



We promote **INGENUITY** by:

- Being agile, flexible, and responsive;
- Rewarding discovery, creativity, and innovation;
- Collecting, evaluating, and acting on evidence;
- Thinking critically; and
- Continuously reimagining the future

We show **RESPECT** for one another when we:

- Collaborate and rely on teamwork;
- Maintain transparent practices;
- Show compassion and empathy; and
- Are engaged and committed to our shared work

HFC Schools

Henry Ford College has organized its academics into four schools. These schools allow HFC to be responsive to the educational and career needs of our students.

School of Liberal Arts (SoLA)

20 Programs

School of Health and Human Services (HHS)

28 Programs

School of Science, Technology, Engineering, and Math (STEM)

12 Programs

School of Business, Entrepreneurship, and Professional Development (BEPD)

89 Programs

Student Resources

The College offers a full range of student support services ranging from a Welcome Center serving prospective and current students, to an Assessment Center and Advising and Counseling Center, to a Career Services Office, Assisted Learning Services, and a Student Activities Office that organizes and oversees student clubs and activities. There are 38 clubs and student organizations at HFC.

The Eshleman Library has an extensive collection, research databases, study rooms, copy machines, and more than 100 computers with printing capabilities.

Student Profile

Winter 2025 Enrollment: 12,044 Students

Average Course Load	Gender	Ethnicity
59% Attend day classes	Female: 56%	02% Non-Resident Alien
13% Attend both day and evening classes	Male: 44%	02% Asian
28% Attend evening classes	Age	03% Hispanic/Latino
40% Full-time students	21 and older: 45%	03% Two or More Races
60% Part-time students	20 and younger: 55%	14% Black or African American
	Average age: 23	20% Race and Ethnicity Unknown
		25% Middle Eastern/North African
		31% White
		<i>(Includes credit and non-credit students)</i>

Faculty and Staff

With the exception of human resources employees, cabinet officers, and their administrative assistants, the College's employees are members of one of five bargaining units: the American Federation of Teachers, Local 1650; the Administrators' Association (AFLCIO), Local 71; the Support Staff Association; the Adjunct Faculty Organization, AFT Local 337; and the Dearborn Schools Operating Engineers Association.

Full-time Faculty: 174	Part-time Professional: 53
Full-time Support Staff: 124	Part-time Support Staff: 13
Full-time Administration: 119	Facilities Services Staff: 39
Adjunct Faculty: 324	

Total HFC Employees: 846

Economic Impact

The impact of HFC on the local business community during the 2021 fiscal year amounted to \$1.4 billion, equal to the sum of the College's operations spending impact, the student spending impact, and the alumni spending impact. The impact of HFC-generated local income was equal to approximately 0.5% of the region's Gross Regional Product (GRP).

Total benefits to taxpayers are \$245.9 million, equal to the sum of the added taxes and public sector savings. Comparing this to the taxpayer costs of \$51.3 million - equal to the funding that HFC received from state and local government during the year - yields a benefit-cost ratio of 4.8. This means that for every \$1 of public money invested in HFC, taxpayers receive a cumulative value of \$4.80 over the course of the students' working lives. The average annual rate of return is 10.6%, an investment that compares favorably with other long-term investments in both the private and public sectors.

In return for their investment, HFC's students will receive a stream of higher future wages that will continue to grow throughout their working lives. The average associate degree graduate from HFC will see an increase in earnings of \$10,700 each year compared to someone with a high school diploma or equivalent. Over the course of an HFC graduate's working lifetime, this increase in earnings amounts to hundreds of thousands of dollars in higher income.

Source: Lightcast, Socioeconomic Impact Study, 2022.

ABOUT THE REGION – DEARBORN, MICHIGAN

Founded in 1786 and incorporated as a city in 1929, Dearborn is the eighth largest city in the State of Michigan and the second largest city in Wayne County. The hometown of automotive innovator Henry Ford, Dearborn is the location of the world headquarters of Ford Motor Co. It is also the headquarters of AAA Michigan and home of The Henry Ford, the largest indoor/outdoor museum complex in the United States.

Dearborn is a sophisticated, suburban city that features a wide range of cultural offerings and a thriving arts scene. It is adjacent to major highways and is less than 20 minutes away from Detroit Metropolitan Airport (Metro Airport), a major international hub. Additionally, it is less than 30 minutes from Detroit and approximately 90 minutes from the state capital in Lansing.



The city has a total area of 24.5 square miles, 24.4 square miles of which is land, and 0.1 square miles is water, per the U.S. Census Bureau. The Rouge River runs through Dearborn, where the upper, middle, and lower branches come together.

Dearborn is a regional employment and business hub. Headquartered in Dearborn, the Ford Motor Corporation has embarked on a \$1 billion infrastructure and community investment project. As an industrial center for steel processing, Dearborn has seen recent major investments of more than \$1 billion by AK Steel. Businesses spread throughout the city – some tucked into neighborhoods, others located in industrial areas.

The Dearborn Public School District is the only K-12 school district in Michigan to be affiliated with a community college. The district operates 34 schools, including three (3) major high schools: Fordson High School, Dearborn High School, and Edsel Ford High School. It is the fourth-largest school district in Michigan, serving more than 18,000 students. Divine Child High School, the largest Catholic co-ed high school in Metro Detroit, is located in Dearborn.

The Islamic Center of America operates the Muslim American Youth Academy (MAYA), an Islamic elementary and middle school in Dearborn. The Roman Catholic Archdiocese of

Detroit operates Sacred Heart Elementary School in Dearborn. Global Educational Excellence (GEE) operates multiple charter schools in Dearborn: Riverside Academy Early Childhood Center, Riverside Academy East Campus, and Riverside Academy West Campus.

HFC's student body comes from a wide range of upper class, middle class, and lower-class socioeconomic households. Students who attend HFC are racially, ethnically, and economically diverse. The full spectrum of socioeconomic status is represented in the student body, with students coming from Dearborn, Detroit, and the surrounding cities, as well as the Middle East and other regions of the world.



In fact, Dearborn – which has more than 98,000 residents – is home to the highest concentration of Middle Eastern immigrants in the U.S., including Lebanese, Yemeni, Iraqi, Syrian, and Palestinian groups. Other ethnicities represented in Dearborn include descendants of European immigrants, primarily from Germany, Poland, Ireland, and Italy.

ADVANCING BELONGING, INCLUSION, DIVERSITY, AND EQUITY

Henry Ford College is committed to serving students from historically underrepresented backgrounds and emphasizes service to our surrounding communities. To help us maintain that commitment, we strongly encourage applications from candidates whose work incorporates and/or benefits populations that are traditionally underserved. Henry Ford College is located within a highly diverse community, and we are particularly committed to diversifying our faculty and staff. Successful candidates for all positions at HFC will demonstrate competency in advancing principles of belonging, inclusion, diversity, and equity in their work and/or teaching contexts.

PROCEDURES FOR APPLICATION AND NOMINATION

The salary range for the position is competitive. In determining the salary offer for this role, HFC will consider several key factors such as job knowledge, skills, and experience, as well as internal and external equity. Under the 2024-2025 Exempt Salary Schedule, the expected hiring range for this position is \$154,350 to \$199,216.

Additionally, as part of our total compensation package, HFC offers an extensive range of benefits and programs for its employees including excellent health and dental insurance options, generous time off and tuition benefits. More information regarding our benefits can be found by visiting the HFC website and accessing the tabs on competitive compensation packages under Human Resources.

To apply for the role of Vice President and Chief Financial Officer, please send a completed package to VPFinanceSearch@hfcc.edu. The Search Committee will begin a review of completed application packages immediately and continue until an appointment is made. For full consideration, complete application packages must be received by **February 21, 2025**.

Henry Ford College expects the new Vice President and Chief Financial Officer to assume duties on April 22, 2025.

A completed application package will include:

- Resume or curriculum vitae
- Position-specific cover letter
- Two letters of recommendation
- Unofficial transcripts

To create an applicant profile in our applicant tracking system (ATS), please visit the Henry Ford College Careers page at <https://www.schooljobs.com/careers/hfcc>.

Confidential nominations and inquiries about the Vice President and Chief Financial Officer position or search may be directed to the Vice President of Human Resources and Strategy, Dr. Lori M. Gonko at lmgonko@hfcc.edu. Applicants needing reasonable accommodation to participate in the application process should contact the Henry Ford College Office of Human Resources at 313-845-9820.

Additional Information:

While we have attempted to capture the core functional responsibilities in the role, this position profile is not meant to be all-inclusive. It is intended to summarize the type and level of work performed by the incumbent and is not an exhaustive list of duties, responsibilities, and requirements. Therefore, performing additional job-related duties not listed above may be required and assigned as directed by the College President.

For further information about Henry Ford College, please visit us at www.hfcc.edu or connect with us on Facebook, Twitter, LinkedIn, or YouTube.