

THE UNIVERSITY OF NORTH DAKOTA IN
GRAND FORKS WELCOMES APPLICATIONS
AND NOMINATIONS FOR THE POSITION OF



ASSOCIATE VICE PRESIDENT FOR FACILITIES



ABOUT UND

Founded in 1883, six years before the state itself was established, the University of North Dakota gave North Dakota its name when the former Dakota territories separated into two distinct states. Today, UND is a busy 521-acre campus — the state's largest — located in Grand Forks, a vibrant college town of more than 60,000 residents in the greater Grand Forks community. In addition to the main campus, which covers 5 miles of roads, the University maintains three campus locations across the state, including two centers for family medicine. The campuses contain ~160 buildings with over 500 laboratories.

The University of North Dakota is a member of the North Dakota University System (NDUS) and is nationally accredited by the Higher Learning Commission (HLC). As the State's flagship institution, UND has an enrollment of more than 14,000 students from all 50 states and more than 100 countries. UND offers more than 225 fields of study across nine colleges offering degrees from the bachelor's to the doctoral level, along with the State's only professional degrees in law and medicine. UND nurtures a strong core of liberal arts and sciences and has developed special missions in life sciences, fine arts, education, business, aerospace, both crewed and uncrewed flight operations, national security and space, engineering, health care and energy disciplines. With a robust research portfolio, UND anticipates achieving the Carnegie classification of Very high Research Activity (R1) soon. The University maintains four research field stations, offering access and wetlands, prairies, woodlands, streams, and agricultural experimental sites. At UND, we focus on creating a world-class campus and online academic programs responsive to the needs of the state and its residents but also the nation.

STRATEGIC VISION

In January 2023, the University launched UND LEADS, a strategic vision for the future. The five pillars of **L**earning, **E**quity, **A**ffinity, **D**iscovery, and **S**ervice will be UND's foundation for years to come.

MISSION

To provide exceptional educational experiences that enrich the lives of North Dakotans and the global community through excellence in teaching, innovative research, and meaningful engagement.

VISION

To inspire a sense of wonder, a love of discovery and a commitment to serve.

For more information, visit [UND.edu](https://und.edu).



THE POSITION

The Associate Vice President for Facilities

UND seeks a dynamic and team-oriented leader who will continue the momentum in catalyzing opportunities for collaboration to provide a welcoming campus experience through environment stewardship. The spirit of learning, discovery, research, and service on campus is central to the institution's mission and a critical element of the new UND LEADS strategic plan. The associate vice president for facilities will create opportunities for collaboration, supporting areas across all divisions, and will improve the overall efficiency of campus facility operations. Facilities Management falls within the Division of Finance and Operations, the administrative, financial, and operational unit of the University of North Dakota, and supports the division vision: We are engaged employees aspiring to deliver a superior experience and environment for our students, colleagues, and communities.

The Associate Vice President for Facilities (AVP) provides proactive facilities leadership support for the campus and has direct responsibility for all aspects of leading facilities management including budget oversight for the entire unit; physical space master planning; oversight of design and construction management of new buildings and renovations; facilities operations, maintenance and repair; landscaping and grounds, custodial and maintenance services; utilities distribution; reporting management; environmental stewardship; and parking and transportation. The AVP reports to the Vice President for Finance and Operations/COO (VPFO), who in turn reports to the president. This position exercises direct supervision over four directors, as well as an administrative assistant, and has dotted line oversight to the director of facilities business services; facilities procurement officer; and the human resources manager for facilities. This position collaborates with all peer operational associate vice presidents, including AVP for Human Resources, AVP for Finance, AVP for Public Safety/Chief of Police and the AVP for Equal Opportunity and Title IX.

A successful candidate will start no later than October 15, 2024

The Opportunity

The University of North Dakota seeks an associate vice president for facilities who will provide support and leadership for the implementation of UND LEADS strategic initiatives to serve and lead Facilities in its distinctive areas of experience and excellence. Facilities Management seeks to create an inclusive environment conducive to learning, working, and living within the University community for its students, faculty, staff, and visitors.

As the chief fiduciary officer for Facilities, the AVP will develop immediate and long-range annual and biennial budget recommendations, ensuring efficient allocation of resources. This person adheres to a strong set of morals and principles in conducting business in the most ethical way possible. Additionally, the AVP will provide regular reporting to the vice president of finance & operations on the overall budget as well as capital project budgets, ensuring that the department is delivering services in the most cost-

effective way. This role promotes a safe and healthy work environment by enforcing and implementing safety regulations and applicable standards, processes, and programs, as well as identifying and mitigating potential risks to the organization's facilities, staff, and infrastructure.

The next AVP will be a team player devoted to excellence, who provides leadership and oversight to campus capital projects and planning. The associate vice president for facilities will work in close partnership with the VPFO to align business, administrative and financial management strategies across the operational units. The next AVP will ensure on-time and on-budget delivery of projects, improving the overall efficiency of campus facility operations, and providing a welcoming parking experience. The individual has exceptional communication and collaboration skills at all levels of the organization, including facilities employees, UND leadership at all levels across campus, other UND stakeholders, vendors, and external stakeholders.

Furthermore, the AVP will oversee the full range of department activities and services and lead the senior facilities management team in the fulfillment of the department's objectives. This will require a highly organized individual, who can manage the diverse responsibilities of facilities design planning and real estate, construction management, operations and mechanical maintenance, custodial services, grounds maintenance, parking and transportation services, and facilities warehouse/supply room management.

The position will ensure facilities employees understand university, state board, and North Dakota Century Code policies related to facilities management, procurement, and other related policies, as well as ensuring the department is trained on these policies regularly. Additionally, the AVP ensures adherence to federal, state, local and State Board of Higher Education (SBHE) policies, procedures, laws and regulations regarding buildings, grounds, utilities, access, and hazardous materials.

In addition to the charges outlined above, the following is an abbreviated list of the responsibilities associated with this position:

- Identify and implement best practices to improve performance and/or provide more cost-effective operation.
- Demonstrate commitment to resource stewardship from both an economic and sustainability perspective.
- Ensure adherence to the relevant policies, procedures, laws and regulations regarding capital project procurement, bidding, design, and planning and communication with vendors.
- Lead and manage the personnel within facilities management in a positive work environment that is characterized by honesty, integrity, teamwork, diversity, respect, personnel development, communication and engagement, and high motivation.
- Lead the development, management, and implementation of the University's comprehensive campus master plan in accordance with state board policies.
- Provide oversight for the development of plans, goals, objectives, timelines, policies, and procedures for completion of capital construction projects as well as the upcoming Housing P3 (Public Private Partnership) project.
- Ensure financial records and project documents are maintained in compliance with policies and procedures.

- Supervise and provide guidance to the director of operations and the director of auxiliary services who are responsible for all building trades, landscaping, utilities, parking, transportation, and the facilities warehouse/supply room.
- Provide leadership to planning, design, and construction in the development of RFPs, bids, contracts, and proposals for construction and facilities related services.
- Provide leadership on the procurement and management of contracted architectural, engineering, and other professional/technical services in conjunction with the director of planning and real estate.
- Represent the University in planning/policy discussions and negotiations with North Dakota Department of Transportation
- Participate on numerous University committees and actively communicate facility initiatives to campus.
- Support the professional development of all facilities employees.
- At the direction of UND leadership, represent the interests and projects associated with UND Facilities to local, state, and federal organizations and agencies.

The next associate vice president of facilities at UND will be joining the University during a dynamic period. Under the leadership of President Andrew Armacost (who joined UND in 2020) and Provost Eric Carl Link (who joined UND in 2021), the campus is experiencing enrollment growth and major campus improvements with several buildings currently under construction and/or renovation. Significant investments at the University in terms of research development in critical areas are propelling the University forward as the flagship research institution in the state of North Dakota. Meanwhile, the University's ongoing commitments to student success at both the undergraduate and graduate level continue to elevate the tradition of educational excellence at the institution.

The incoming AVP will have the opportunity to build on the long-standing tradition of excellence within the department and to work alongside both internal and external partners and stakeholders to increase and strengthen its mission. Increasing access and opportunity for students and faculty through collaboration with UND Alumni Association and Foundation to identify and prioritize funding sources, including individuals, foundations, corporations, and government grants will be essential in the coming years as the University engages in robust capital campaigning and relationship building.



THE PREFERRED CANDIDATE

MINIMUM REQUIREMENTS

- Bachelor's degree
- Eight years professional experience in facilities management, capital project planning, budget management, design and construction of large-scale capital projects and supervising professional staff;
- Demonstrated track record of leadership experience with increasing levels of responsibility;
- Professional experience working with Microsoft Excel, Word, and Outlook software;
- Valid Driver's License;
- Successful Completion of Criminal History Background Check

PREFERRED QUALIFICATIONS

- Experience working in public higher education and familiarity with the needs and complexities of a comprehensive university with an understanding and vision for facilities management, capital planning, health and safety, and campus sustainability;
- Experience leading and managing change in a large and complex organization;
- Professional experience with building and safety codes, and Leadership in Energy and Environmental Design (LEED) principles;
- Experience with federal and state laws, rules and regulations impacting facility operations, construction, bidding process, and contract terms and conditions as they relate to a public institution in North Dakota.

KEY TRAITS

- Ability to operate at a high level to provide effective leadership and oversight of all department activity.
- Ability to develop and maintain a positive and trusting relationship with the University community, state board, senior leadership, state and local government agencies, and other internal/external stakeholders.



FACILITIES MANAGEMENT HIGHLIGHTS

- The department of Facilities Management is comprised of 193 benefited employees and 179 temporary part-time employees, making it the largest department within the University.
- Facilities manages a total operating budget of \$24 million.
- UND's main Grand Forks campus is the largest in North Dakota.
- UND campus is home to over 500 laboratories, housed within 160 buildings covering over 6 million square feet.
- The University owns and manages 5 miles of roadway.
- UND ranks 10th amongst peer universities and 2nd among flagship universities assessed for sustainability commitments and progress.
- Today, UND has seen a 34% decrease in carbon emissions since 1993.

CAPITAL PROJECTS

Completed in the last five years:

- Construction of a new natural gas fired campus heating plant and the demolition of the former coal/gas plant
- Construction of a new Memorial Union
- Construction of a new College of Business and Public Administration
- Construction of two new residence halls, renovation of an existing residence hall, and demolition of six residence halls
- Coulee to Columbia beautification project
- Renovation of the Campus Library
- Renovation of the original Presidents House, now used as a graduate student engagement center
- Completed phased renovations in O'Kelly Hall (heavily utilized academic building)
- Focused investment in building envelope preservation, specifically roof replacements, window replacements, and masonry restoration in numerous buildings.

Current and ongoing:

- Renovation of Merrifield Hall, a historic and celebrated building on campus utilized as academic space by the College of Arts and Science.
- Renovation of a Carnegie Library constructed in 1908, to be used for the Office of the President, Provost Office, and support staff.
- Private multi-use development on property owned by the UND Alumni Association and Foundation, of which UND Athletics will lease space for a new home for Athletics Administration and Student Athlete support. Included in the private development is the construction of an NCAA Softball Field for use by UND Athletics.
- An addition to the Fritz Pollard Jr. Athletic Center, including locker rooms, athletic training, and strength training.
- Roof replacement and foundation waterproofing at the UND School of Law
- Renovations in public spaces of the Chester Fritz Performing Arts Center
- Renovation projects to create new spaces for Kinesiology, Sports Medicine, and Theater Arts department to allow space in the Hyslop Sports Center to be demolished for a future STEM project.
- Demolition of a number of aged research facilities at the Energy and Environmental Research Center to be replaced with a modern industrial materials research facility



LOOKING TOWARD THE FUTURE AT UND

This is an exciting time for an incoming AVP for Facilities at UND, for the work completed and ongoing at the university, as detailed above, points toward an equally robust vision for future development on campus. Projects currently in development include the construction of a brand-new STEM complex that will anchor the eastern edge of campus and set new standards in STEM education on campus. In addition, campus planning efforts—in alignment with the UND LEADS strategic plan and the campus master plan—find the institution studying the development of new facilities to enhance health education programs on campus, renovate several key buildings on campus, construct a new Flight Operations building at the Grand Forks Airport, and more. In the near future, a variety of campus improvements and infrastructure projects will commence or continue, including work on steam lines, improved parking solutions on campus, the demolition of buildings that have hit their end-of-life status, and more. The campus of UND is vibrant, dynamic, growing, and looking toward an increasingly bright future with a campus that reflects the spirit of the institution in its buildings and landscape. The next AVP for Facilities will be an essential leader on campus for bringing this vision to life.



APPLICATIONS

Applications should include a letter of interest (not more than three pages) specifically addressing the applicant's background in relationship to the qualifications described, a current curriculum vitae, and a list of five professional references with full contact information and a note indicating the nature of the working relationships with each. 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: ValerieR@helblingsearch.com

Applications received by June 21 are assured consideration. The UND Facilities Search Committee is being assisted by Helbling, a ZRG Company. Confidential discussions about this opportunity may be arranged by contacting consultant Valerie Rohn, Senior Associate at ValerieR@helblingsearch.com

Applicants needing reasonable accommodation to participate in this application process should contact Helbling and (412) 298-7905.

Additional University information may be found at [UND.edu/facilities-management/avp-facilities-search.html](https://und.edu/facilities-management/avp-facilities-search.html).

EEO STATEMENT

UND is an equal opportunity/affirmative action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or national origin. Women, minorities, veterans and individuals with disabilities are encouraged to apply. Applicants will be invited to provide information regarding their gender, race and/or ethnicity, veteran's status and disability status during the application process. This information will remain confidential and separate from your application.

VETERANS PREFERENCE

Veterans claiming preference must submit all proof of eligibility by the closing date. Proof of eligibility includes a copy of NGB 22 from National Guard or Reserve (with a unit located in ND) or certification from the applicant's unit command that the individual is expected to be discharged or released from active duty in the uniformed services under other than dishonorable conditions not later than one hundred twenty days after the date of the submission of the certification. If claiming disabled status, proof of eligibility includes a DD-214 and a current letter of disability.

CLERY STATEMENT

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the University of North Dakota publishes an Annual Security and Fire Safety Report. The report includes the university's policies, procedures and programs concerning safety and security, as well as three years of crime statistics for our campus. Prospective employees are entitled to a copy of this report. The report and statistical data can be found online at [UND.edu/annual-security-report](https://und.edu/annual-security-report). A paper copy of the report may also be requested from the UND Police Department located at 3851 Campus Road, Grand Forks, N.D. 58202.

CONFIDENTIALITY OF APPLICATION MATERIALS

Pursuant to NDCC 44-04-18.27, applications and any records related to the applications that identify an applicant are confidential, except records related to the finalists of the position, which are open to the public after the search committee has identified three or more finalists who will be invited to campus. Successful completion of a criminal history background check on the finalist is required.