Assistant Vice Chancellor for Facilities
Strategic Initiatives

Leadership Profile
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Executive Summary

The University of Massachusetts Amherst (UMass Amherst) seeks a visionary, collaborative, and inclusive executive to serve as their inaugural Assistant Vice Chancellor for Facilities Strategic Initiatives.

UMass Amherst is the flagship institution for the Commonwealth of Massachusetts, ranked #32 among the over 700 public colleges and universities included in *U.S. News and World Report’s* annual survey. The university is a major doctoral-degree granting university with prolific research activity, global reach and a reputation for excellence and innovation. The campus with 300 buildings encompassing 13 million square feet, sits on nearly 1,450 acres in the scenic Pioneer Valley of western Massachusetts, 90 miles from Boston and 175 miles from New York City. The university provides a rich cultural environment in a rural setting close to major urban centers. In addition, the university is part of the Five Colleges Consortium (including Amherst College, Hampshire College, Mount Holyoke College, and Smith College), which adds to the intellectual energy of the region.

Facilities & Campus Services (F&CS) is a major unit within Administration & Finance at UMass Amherst. F&CS employs nearly one thousand people and is responsible for planning, design and construction activities, management and maintenance of facilities, infrastructure, and grounds, and for campus area public transportation and parking services. F&CS also has a dedicated business services department responsible for budgeting, inventory, procurement, and business process workflow. F&CS strives to maintain a welcoming and engaging environment for faculty, staff, students, alumni and visitors – a campus where living, learning, teaching, researching and working is rewarding and memorable.

Reporting to Shane Conklin, the Associate Vice Chancellor for Facilities & Campus Services, the incoming Assistant Vice Chancellor will lead strategic planning and crafting of strategic initiatives for F&CS. The position provides direct management of the business services, communications, and transportation services departments of the F&CS operations. The position will play a key leadership role in budget planning and development for all of F&CS. The person in this role will support the Associate Vice Chancellor in the overall leadership of the F&CS portfolio and will exercise decision-making responsibility in their absence.

The successful candidate will be a highly motivated leader with exceptional strategic, operational, and interpersonal skills with an innovative approach to implementing solutions for complex problems. The Assistant Vice Chancellor will display an ability to establish and maintain productive relationships with a full range of diverse campus and external constituents that reflects a strong customer service commitment and a continuous quality focus. A bachelor's degree with a minimum of 10 years of progressive management experience and demonstrated experience in budget planning and personnel supervision within large complex organizations are required.

To submit a nomination or express personal interest in this position, please see Procedure for Candidacy at the end of this document.
Role of the Assistant Vice Chancellor

The Assistant Vice Chancellor for Facilities Strategic Initiatives will be responsible for the following functions:

**Essential Functions**

- Exercises decision-making responsibility in the absence of the Associate Vice Chancellor. Serves as the liaison to internal and external stakeholder groups providing organizational information and representing the interests of FCS and the campus.

- Supervises Business Services, Transportation and Communications, and has functional supervision of human resources director serving FCS including interviewing, hiring, training, managing conduct and evaluation of direct and indirect staff.

- Provides leadership and engages in the planning, development and delivery of services, workflow management and associated business and operational support services and administrative activities for FCS with aggregate annual operating budgets of over $100 million, annual utility budgets of more than $30 million and a capital plan in excess of $1 billion.

- Works with FCS leadership to lead and implement strategic plans and initiatives in alignment with the strategic plan. Monitors progress, evaluates, adjusts, and adapts as necessary to changing needs of campus and/or the unit.

- Assists with strategic initiatives across F&CS including capital planning, design and construction, campus planning and landscape architecture, physical plant, human resources, transportation and parking services, space management and sustainability.

- Formulates and administers culture strategies to meet campus needs with available resources; promotes a customer-centric service culture; and establishes metrics to evaluate staffing and service success.

- Develops and sustains a culture of planning, assessment, and continuous improvement. Establishes and maintains productive relationships with a full range of personnel that reflects a strong commitment to customer service and respect for diversity on campus.

- Serves as liaison with the President’s Office, Vice Chancellor for A&F, Assistant Vice Chancellor Budget and Financial Analysis, University of Massachusetts Building Authority (UMBA) Chief Financial Officer and the Treasurer & Director of Capital Budgets and the Division of Capital Asset Management & Maintenance (DCAMM) on capital project finances, funding transfers, development of the capital plan, insurance, and related issues.

- Ensures initiatives are completed in a timely manner within budgeted funding levels.

- Promotes a positive, productive, and proactive customer-oriented work environment.

- Understands, is committed to, and supports affirmative action and nondiscrimination goals.

- Performs other duties as assigned.
Opportunities and Expectations for Leadership

Specifically, the Assistant Vice Chancellor for Facilities Strategic Initiatives will possess the following:

- Strong collaborative interpersonal skills and the ability to build positive and effective relationships across campus with administrators, faculty, staff, students, and external constituencies with the ability to effectively communicate complex information clearly in written and oral format to a variety of audiences.

- Demonstrated ability to lead and inspire employees across F&CS.

- Strong organization, analytical thinking, and attention to detail.

- Strong executive presence with demonstrated expertise to navigate complex situations.

- Demonstrated ability to be a creative problem-solver, a strategic thinker and decision-maker.

- Work with the Associate Vice Chancellor of Facilities & Campus Services and its leadership team in providing services and support to the university.

- Successful and progressive professional and administrative experience in higher education or related field.
Professional Qualifications and Personal Qualities

The ideal candidate will possess the following qualifications, experience, and personal characteristics.

**Education:**
- A bachelor’s degree is required; master’s degree preferred.

**Required Experience:**
- 10 years of progressively responsible related experience including five years of supervisory experience.
- Demonstrated experience in budget planning, crafting of strategic initiatives and personnel supervision within large, complex organizations.
- Demonstrated ability in establishing and maintaining productive relationships with a full range of diverse campus and external constituents that reflects a strong customer service commitment and a continuous quality focus.
- Strong ability to organize, coordinate and implement change.
- Demonstrated excellence in oral, written, and graphic communication.
▪ Contributes toward creating a positive and respectful workplace defined by personal and professional competence, integrity, and collaboration to support an environment that is supportive of diversity.

▪ Strong organizational skills and attention to detail with the ability to complete assignments quickly while balancing the demands of concurrent and potentially competing projects.

**Preferred Experience:**

▪ Prior employment of experience working in a facilities division in a higher education environment.

▪ Experience working in a union environment.

▪ Knowledge of Massachusetts general laws regarding planning, public bidding, and procurement is helpful but not required.

**Personal Characteristics:**

▪ Strong communication skills.

▪ Relationship and bridge builder; ability to work well and develop strong connections with colleagues internally and across the university.

▪ Promotes diversity, equity, and inclusion; able to work effectively with a diverse workforce and represent the interests of a diverse community of staff and students.

▪ Problem solver and proactive thinker who can work seamlessly across the institution, connecting and working collaboratively with all constituents and stakeholders.

▪ Fair, compassionate, and open-minded with an ability to embrace and promote change; innovative, flexible and creative.

▪ Professional and politically sensitive; visible, accessible, and approachable; able to relate effectively with all levels of staff.

▪ Operates with a commitment to the highest ethical standards for oneself and others; leads with unquestioned integrity.

▪ Strong facilitation skills. Ability to bring key stakeholders together on various initiatives and ensure productive work towards goals and objectives.
About the University of Massachusetts Amherst

Overview

Since its founding in 1863 as the Massachusetts Agricultural College, the University of Massachusetts Amherst has been deeply committed to driving social change and fostering a brighter future. For over 150 years, we have remained at the forefront of pivotal societal movements, championing causes from women’s rights to abolitionism.

Currently, we proudly rank among the top 200 programs worldwide in 29 academic disciplines, earning global acclaim for our research, scholarship, and entrepreneurial endeavors. Our campus remains a vibrant hub of activism and advocacy, fueled by a dedication to diversity, equity, and inclusion for all members of our community.

From our academic approach to the flourishing student organizations, the UMass community of students, faculty and staff are dedicated to making a difference in the world with every step we take.

Points of Pride

As the flagship public higher education campus in the Commonwealth of Massachusetts, the University of Massachusetts Amherst holds a pivotal role in driving positive change for the greater good. We have grown to become the largest public research university in New England, renowned for the outstanding quality and diversity of our academic, research, and community engagement initiatives. Presently, our student body comprises over 24,000 undergraduates and 7,800 graduate students from 71 countries and all 50 states totaling more than 31,800 individuals.

- Number 32 U.S. News & World Report Ranking Among National Public Universities
- Top 50 Best Value Public Colleges, The Princeton Review
- 1,400 Faculty Members and Nearly 4,500 Professional Clerical and Trade Staff
- Over 100 Undergraduate Programs as Well as Over 120 Graduate Programs
- One of the Nation’s Top-Producing Research Universities for Fulbright Scholars
- Number One Best Campus Food, The Princeton Review
- Four-Year Graduation Rate of 76% ranks in the Top Six Nationally Among Public Universities
- Revolutionary Research—UMass Amherst Research Expenditures in Fiscal 2022 totaled $245
million. UMass Amherst ranks fourth in New England, behind only MIT, Harvard, and Yale.

- Top 20 Student of Color Enrollment for Public Flagship Universities
- “Best of the Best” LGBTQ-Friendly Colleges & Universities, Campus Pride, 2023
- The LGBTQ Center and Women’s Center, Among The First Established in The Nation
- A Recognized Leader in Recruiting and Supporting Veterans in Their Post Service Education. The Campus Currently Serves More than 400 Veterans
- A Powerful Network of More Than 330,000 Alumni Working in Such Dynamic Places as Broadway, NASA, Google, Fenway Park, IBM, The Brooklyn Museum, CNN, General Electric, and Alaska’s Denali National Park. They are Leaders on Beacon Hill and Capitol Hill, on The Stage and On The Field, in The Board Room And in the Laboratory
- The Fine Arts Center Brings Nationally Known Theater, Music, and Dance to Campus Year-Round with Six Campus Galleries Exhibiting Visual Arts
- The Road to Carbon Zero—UMass Amherst is committed to fully transition to renewable energy sources—including wind, solar, and geothermal
- A Fantastic College Town—Hiking, Biking, Museums, Music, Theatre, History, Food and Farms - it’s All in Amherst
Leadership

Dr. Javier Reyes, Chancellor

Javier A. Reyes, PhD, became the 31st leader of the University of Massachusetts Amherst on July 1, 2023, following his selection as chancellor of the commonwealth’s flagship campus by the UMass Board of Trustees.

Reyes is an economist who has devoted his career to the cause of public higher education, holding leadership positions at the University of Illinois Chicago (UIC), West Virginia University, and the University of Arkansas. Born and raised in Mexico, he is the first Hispanic to serve as chancellor of UMass Amherst.

Before coming to UMass, Reyes served as interim chancellor of UIC, Chicago’s largest university campus, with more than 33,000 students and $440 million in research awards. Previously, he served as UIC’s provost and vice chancellor for academic affairs, joining the campus in 2021. Leading UIC, first as provost and later as interim chancellor, Reyes initiated a redesign of UIC’s budget model and a restructuring of teaching innovation environments to position UIC for success amid a new era of innovative and accessible education. Committed to the principles of diversity, equity, and inclusion, Reyes outlined a bold vision to address critical gaps in racial equity across the institution, with a specific focus on increasing Black student enrollment, retention, and graduation rates.

Reyes has been a National Science Foundation proposal reviewer, invited lecturer, and visiting scholar at a number of institutions internationally, including the Clinton School of Public Service and the International Monetary Fund. He also has served as an academic scholar in the European Bank for Reconstruction and Development in London, as a research analyst for the investment firm Value Casa de Bolsa, headquartered in Mexico. He has served on the Board of Directors for the Field Museum, the National Museum of Mexican Art in Chicago, Miller Industries (NYSE: MLR), and City Holding Company (NASDAQ: CHCO). He is actively engaged with the TIAA Diversity Council and the Association of Latino Professionals For America (ALPFA).

Reyes received his bachelor’s degree in economics from the Instituto Tecnológico y de Estudios Superiores de Monterrey, Campus Estado de Mexico, in 1998, and his doctorate in economics from Texas A&M University in 2003.
Shane Conklin, Associate Vice Chancellor for Facilities & Campus Services

Shane Conklin has served the University of Massachusetts Amherst – the Commonwealth’s 1,400-acre flagship campus – for more than 15 years in roles of increasing importance and authority. Currently, as the institution's associate vice chancellor for facilities & campus services, he leads more than 900 staff in planning, design, construction, operations & maintenance, sustainability, transit services and parking, and a centralized business service center. He was responsible for implementing the first ever public/private partnership on campus to develop more than 1,100 beds of undergraduate, graduate and student family housing. Known for efficiency in resources, Shane has implemented initiatives related to energy efficiency, operational efficiency and effectiveness, customer service, and pedestrian safety.

Shane oversees annual operating budgets totaling $135 million and a utilities commodities budget of $30 million; he manages activities associated with the rolling five-year capital plan totaling more than $700 million.

Earlier in his UMass Amherst tenure, Shane was director of administrative services – facilities and campus services, during which time he led the consolidation of 50 administrative and business staff from four departments. He also served as interim director – design & construction management, responsible for more than 100 staff involved in space management, design, construction, project management, and related administrative and business functions. He began at the institution as deputy director – design & construction management.

Earlier in his career, Shane served in the University of Massachusetts System President's Office as director of risk management and insurance, managing the university’s involvement in the issuance of tax-exempt bonds to fund capital projects. He also held roles with the system as director of capital finance and director of financial reporting.

Shane serves on the Board for the UMass Amherst Fine Arts Center and the Supervisory Committee for the UMass Five College Credit Union. He has been a guest speaker at national conferences on topics related to capital construction and operational efficiencies.

Shane began his career as a senior associate for PricewaterhouseCoopers, where he audited clients in higher education, healthcare, construction, and manufacturing. Shane has an M.B.A. as well as a B.B.A. (Accounting) from UMass Amherst's Isenberg School of Management.
Amherst, MA

The town of Amherst, located in the scenic Pioneer Valley of Western Massachusetts, is an inclusive community offering numerous educational and cultural opportunities. Amherst and its surrounding areas are bubbling with culture, art, music, fine dining, theater, and history and offer activities and resources that can be enjoyed by all ages. The Amherst Public School System has an exceptional reputation in the Commonwealth of Massachusetts. Amherst enjoys a tradition of open professional government, quality education, support for open space and agriculture. For those looking for a more metropolitan connection, Amherst is located:

12 miles east of Northampton, MA
30 miles north of Springfield, MA
53 miles north of Hartford, CT
90 miles west of Boston, MA
175 miles northeast of New York, NY

There is also the great outdoors, with miles and miles of hiking trails that cut across rocky peaks and dive deep into quiet woodlands. There are bike paths that run from one town to the next on the old rail lines that first defined New England. And there is absolutely nothing quite like the beauty of fall in western Massachusetts.
Procedure for Candidacy

All applications, nominations and inquiries are invited. Applications should include, as separate documents, a resume and a letter of interest addressing the themes in this profile.

WittKieffer is assisting the University of Massachusetts Amherst in this search, which will remain open until an appointment is made.

Application materials should be submitted using WittKieffer's Candidate Portal. Nominations and inquiries can be directed to:

Christy Pratt, Ben Haden, and Anissa Conner at UMassAmherstAVCFacilities@wittkieffer.com

UMass Amherst is committed to a policy of equal opportunity without regard to race, color, religion, gender, gender identity or expression, age, sexual orientation, national origin, ancestry, disability, military status, or genetic information in employment, admission to and participation in academic programs, activities, and services, and the selection of vendors who provide services or products to the University. To fulfill that policy, UMass Amherst is further committed to a program of affirmative action to eliminate or mitigate artificial barriers and to increase opportunities for the recruitment and advancement of qualified minorities, women, persons with disabilities, and covered veterans. It is the policy of the UMass Amherst to comply with the applicable federal and state statutes, rules, and regulations concerning equal opportunity and affirmative action.