



State of Rhode Island and Providence Plantations
RHODE ISLAND BOARD OF EDUCATION
255 Westminster Street
Providence, Rhode Island 02903-3400

Enclosure 2c
August 4, 2014

Eva-Marie Mancuso, Esq.
Chair

To: RI Council on Postsecondary Education

**Council on Elementary and
Secondary Education**

From: Jim Purcell, Commissioner of Postsecondary Education 

Patrick Guida, Esq.
Chair

Date: July 30, 2014

Amy Beretta, Esq.

Re: Appointment of the Vice President for Administration and
Finance at Rhode Island College

Colleen A. Callahan, Ed.D.

Karin Forbes

Rhode Island College is requesting the appointment of Lysa Teal as the Vice
President for Administration and Finance at Rhode Island College.

Jo Eva Gaines

Lawrence Purtill

Lt. Col. (Ret.) Mathies J. Santos

Ms. Teal's resume and job description are attached to this correspondence.
Clark Greene served on the search committee that recommended Ms. Teal.
Her resume and job description were also previously shared with Chair
Bernstein.

Joyce L. Stevos, Ph.D.

Attachments: resume and job description

**Council on Postsecondary
Education**

Michael Bernstein
Chair

Antonio Barajas, M.D.

Dennis Duffy, Esq.

The Honorable Thomas Izzo

Judy Ouellette

Kerry I. Rafanelli, Esq.

John J. Smith, Jr.

Dr. Jeffery A. Williams

Lysa D. Teal
24 Catalpa Way
Coventry, RI 02816
(401) 828-8711 lysateal@cox.net

SKILLS AND EDUCATION

Proven effective leader, administrator and financial advisor with broad experience in public and private higher education, public finance and state government. Experience in managing and resolving challenging budgetary and fiscal problems while building consensus to address a sundry of higher education and financial issues.

Seasoned strategic thinker who aligns her decision making and leadership skills to achieve University goals, and continues to set high standards to ensure the University can maximize limited resources to achieve student and faculty research outcomes.

Exceptional team building, public speaking and writing skills. Offer unique customer service perspective and a broad knowledge base instrumental in approaching and tackling difficult and challenging situations.

Masters of Public Administration, University of Connecticut
Bachelor of Arts in Political Science, Pennsylvania State University

PROFESSIONAL EXPERIENCE

Associate Vice President of Finance and Budget, University of Connecticut (May 2012 to Present)

The University of Connecticut is the State's flagship university, serving approximately 27,000 undergraduate and graduate students and employing 4,500 on the Storrs and Regional Campuses. Direct and coordinate 10 divisions and 125 employees to provide ongoing management support to the University President and Board of Trustees.

- Oversee and manage all University strategic plan, financial matters, including but not limited to, the operating budget, the University-wide capital program (UConn 21st Century), long term debt, internal financial controls, University tax policies and various financial reports.
- Serve as daily counsel on all University procurement, financial and budgetary matters, emphasizing customer service to academic and non-academic units throughout the University.
- Supervise, direct and motivate staff in the Offices of the Controller, Bursar, Budget, Accounting, Treasury Services, Accounts Payable, Tax Compliance, Payroll Department, Procurement Services and Capital Projects and Contract Administration.
- Develop and implement University-wide management and operating policies and procedures.
- Lead directors to develop a wide range of program and financial analyses, including annual financial statements and official statements.
- Develop and present oral and written analysis and reports to the Board of Trustees on various issues pertaining to the University.
- Responsible for managing, motivating, hiring, evaluating, training and promoting direct reports and classified and unclassified staff in a union environment.
- Oversee installation of information technology solutions as they pertain to financial management and University operations.

PROFESSIONAL EXPERIENCE

Continued

Budget Director, University of Connecticut (*June 2005 to May 2012*)

The University of Connecticut is the State's flagship university, serving approximately 27,000 undergraduate and graduate students and employing 4,500 on the Storrs and Regional Campuses. Provided direct operating and capital support and supervised eight staff.

Key accomplishments:

- Established user-friendly financial and forecasting models to develop five year financial forecast;
- Developed more cogent review process for budget approval, thereby providing more accurate analysis and projections;
- Established formal internal verification methods to accurately monitor fund balances in the schools and colleges;
- Established excellent lines of communications with University leadership; and
- Directed and managed studies and analyses of financial information to respond to both internal and external queries, including State Executive and Legislative agencies.

Responsibilities included providing all revenue and expense forecasts for the University and managing financial analyses to develop the University's \$1.0 billion biennial budget.

- Calculated the University blended fringe benefit rates, provided planning values, and established the out-year forecasts;
- Provided financial analysis and advice to implement the human resources-payroll system as both the Budget Director and a stakeholder;
- Developed planning values for personnel costs and cogeneration plant costs, as well as commodity purchases (gas, oil and electricity).

Served as a resource and provided technical expertise to University leadership.

- Provided analysis and framed long term planning issues including tuition rates, staffing levels and department organizational structures, the definition and treatment of graduate students, university savings plans/efficiencies and their implications.
- Participated in collective bargaining negotiations and provided various statistical analyses to support University negotiations;
- Participated in various working committees including the President's CORE committee (Cost, Operations and Revenue Efficiencies), served as a liaison to other financial and administrative functions including human resources, payroll, sponsored research, construction and student services.
- Responded to executive and legislative inquiries throughout the year and coordinated budget and financial documents presented to the Board of Trustees.

PROFESSIONAL EXPERIENCE

Continued

Assistant Budget Director, Brown University (*January 1996 to June 2005*)

Brown University, located in Providence, Rhode Island, is a private higher education institution with approximately 7,200 undergraduate and graduate students and 3,500 employees. Primary responsibilities included:

- Developed, managed, and monitored the University's \$500 million operating budget;
- Authorized all budget and personnel transactions for the University and reviewed and approved each department's budget;
- Supervised budget staff and managed the day to day functions of the Budget Office;
- Prepared monthly management reports and developed revenue and expenditure forecast models to review and monitor performance of all University departments;
- Maintained and updated the University's 5-year budget model; and
- Developed and implemented a new computer information system linking University financial data to budget and planning functions.

Budget Analyst II, State of Rhode Island Budget Office (*July 1993 to January 1996*)

The State of Rhode Island has a population of approximately one million people and an annual budget of \$3.0 billion. Primary responsibilities:

- Briefed and assisted the Governor in forming budget recommendations;
- Monitored Legislative action on the Governor's budget and prepared fiscal impact statements for pending legislation;
- Prepared written budget analysis, issue papers and special reports for the Budget Officer relating to policies and issues impacting Medicaid programs, personnel actions, expenditure patterns and various cost saving measures;
- Tracked and analyzed the State Department of Mental Health, Retardation & Hospitals' capital and operating budgets totaling \$320 million in FY1996; and
- Developed statistical models and provided quarterly revenue and caseload estimates for the Budget Officer.

MEMBERSHIPS / ACTIVITIES

Member, National Association of College and University Business Officers
Member, National Association of University Budget Officers, 2006 – present
Board Member, Volunteers in Providence Schools, 1997 – 2003
Board Member, Coventry Land Trust, 1999 – present



**RHODE ISLAND COLLEGE
JOB DESCRIPTION**

Rev.: April 16, 2014

Title: Vice President, Administration and Finance
Status: Full-time, continuing (35 hrs/week)
Grade: N/A
Union Affiliation: Non-union (BOG- Board of Education)
Reports To: President

PRIMARY PURPOSE:

The Vice President is responsible for the management, direction, control and coordination for administrative and financial activities of the Division of Administration and Finance. The incumbent's primary mission is to provide administrative services to the College, direct the development of the budget, allocate fiscal resources, and manage the elements of fiscal accountability necessary to accomplish the College's mission.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

Essential Job Functions

-Assume responsibility for the supervision of personnel and oversight of the activities of the offices of the Division of Administration and Finance.

-Allocate fiscal resources, and manage the elements of fiscal accountability necessary to accomplish the College's mission.

-Supervise and direct all activities related to capital projects, renovation, and maintenance of facilities.

Serve as principal advisor to the President and other executive officers of the College on all administrative and financial functions and activities.

-Establish, subject to the approval of the President, goals and objectives for the Division in all key areas for which the Division has responsibility.

Manage and direct the activities and functions of all offices comprising the Division to ensure positive and cohesive support of the College's mission and agenda.

-Supervise and administer personnel functions and responsibilities relative to the Division in accord with College personnel policies and appropriate collective bargaining agreements.

Vice President for Administration and Finance

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-Demonstrated ability to plan for fiscal stability and employ related business affairs strategies vital to the successful achievement of the college's mission and strategic plan.

-Advise and assist the President in communicating administrative and financial matters to the Board of Education, the Office of Higher Education, and other public and private agencies external to the College.

-Prepare and manage the annual budget of the Division of Administration and Finance and coordinate and supervise budget and fiscal functions performed by directors within Administration and Finance.

Occasional Job Functions

-Perform other duties and assignments as required by the needs of Rhode Island College.

-Perform other duties and responsibilities as assigned by the President.

-Travel as required, in order to participate in meetings and conferences.

REQUIRED QUALIFICATION STANDARDS:

Education: Master's degree in a field appropriate to the responsibilities of the position or CPA.

Experience: At least five years in senior higher education administration including significant proven experience in supervision and upper-level management that demonstrates success in administrative, fiscal, facilities and personnel management.

Skills, Knowledge and Abilities:

-Ability to supervise and work well with others, evidence problem-solving ability, and management skills.

-Strong working knowledge of financial, budget, accounting, and other related fiscal expertise to ensure compliance with regulations and effective support of the college's mission.

-Knowledge of computer technology in order to carry out activities of the Division of Administration and Finance.

-Strong initiative, organizational and leadership skills; evidence of good oral and written communication skills.

Preferred:

-Doctoral degree.

-Knowledge of computer-based financial systems utilizing fund accounting principles and knowledge of federal and state guidelines regarding contracts and grants.

-Collective bargaining experience.

ENVIRONMENTAL CONDITIONS:

The employee is not exposed to known adverse environmental conditions.

The College requires that all applicants and employees be able to perform the essential functions of the job and will explore reasonable accommodations for individuals with disabilities.

As an Affirmative Action/Equal Opportunity institution which values and is committed to expanding the diversity of its faculty and staff, the College invites members of protected classes, including minorities and persons with disabilities, to identify themselves as such at the time of application.

April 2014