THE PURSUIT OF EXCELLENCE

Executive Director, Facilities Services and Operations

University of Houston
The University of Houston System

Educational Access

Comprised of four universities and five off-campus teaching centers in Sugar Land, Katy, Pearland, Northwest Houston and the Texas Medical Center, the UHS plays a vital role in meeting the higher education needs of the greater Houston metropolitan area, and Texas, as the region’s largest provider of comprehensive university services.

University of Houston
The largest university in Houston and the third largest in the state, UH is a nationally competitive doctoral degree-granting, comprehensive research university that is the flagship of the UH System.

University of Houston – Clear Lake
Nestled on a 524-acre wildlife and nature preserve near the NASA Johnson Space Center, UHCL expanded from an upper-level and graduate institution into a full, four-year university in 2014, welcoming freshmen and sophomores to campus.

University of Houston – Downtown
The second largest university in Houston and the most ethnically diverse university in the state, UHD is a four-year institution located in the central business district, providing valuable opportunities for student internships at major corporations.

University of Houston – Victoria
Located in the Coastal Bend region, UHV is an undergraduate and master’s university that enrolled its first freshman class in fall 2010 and has one of the most dynamic online educational programs in the state.

Source: University of Houston System 2014 Performance Report
The University of Houston System

Academic Excellence and Community Relevance

The University of Houston System provides access to comprehensive higher education programs and services. The UH System's research and scholarship are globally significant, nationally competitive and serve as an engine for economic development, while its public service activities enhance the quality of life.

UNIVERSITY OF HOUSTON SYSTEM
by the Numbers

4 Universities
68,000+ students
$3B annual economic impact

5 off-campus teaching centers
15,000+ degrees awarded annually
$143M total research annual expenditures

Source: University of Houston System 2014 Performance Report
The University of Houston
Welcome to the Powerhouse

The University of Houston is more than a Carnegie-designated Tier One public research university; we are a community of groundbreakers and innovators. We are marketplace leaders. We are thought provokers. We are transforming education. This is Cougar nation.

Established
1927

9,000+
degrees awarded annually

250+
dergraduate & graduate degree programs

255,000+
alumni

$130+
annual budget

40,000+
students

4,300+
staff

2,300+
faculty

667 - Acre campus

24 research centers
THE UNIVERSITY OF HOUSTON IS DEDICATED to creating an educational environment that ensures student success. Our approach is simple: every student should have access to a top-of-the-line education without having the burden of overwhelming debt. UH’s state-of-the-art facilities are filled with world-renowned faculty who exemplify the intelligence, insight and allegiance to higher education that have defined the University since its inception. Noted faculty includes 14 professors who are National Academy members, Nobel Prize, Pulitzer Prize and Tony Award winners. But the commitment to education doesn’t start or end in the classrooms; UH proudly delivers more than two dozen degree and certification programs online, yielding more than 50,000 participants in the last year.

University partnerships include high-profile organizations such as the Texas Medical Center, NASA, Google, Tulane University, the University of Swansea and countless others; 75 percent of UH graduates live in the state of Texas, and UH boasts the second-most alumni in the Texas State Legislature.

Cougar pride takes place in the classroom and on the athletic field. More than 60 student athletes have competed in the Olympics and won 39 Olympic medals, including 20 Gold medals. Over the years, the University has been honored to win many athletic conferences in which it participates, all the while, the student athletes have maintained a nationally competitive GPA.

The University of Houston's commitment to providing comprehensive higher education programs and services to students and to the community is unbreakable. That is how UH has earned its national reputation, and that is why our potential is limitless and our growth exponential.

“ACCESS, AFFORDABILITY, RELEVANCE AND SUCCESS ARE THE FOUR PILLARS OF A POWERFUL UNDERGRADUATE EXPERIENCE.”

—Renu Khator
President, University of Houston
Global Reach and Unmatched Diversity

While the University of Houston’s roots are long and deep in the local soil, its influence and interests continue to spread around the world.

100% of UH is Hispanic serving, one of three federally-designated public universities in the nation

9.8% international students

406 students studying abroad

32 countries in which UH students study

#1 most diverse university in Houston

#2 most diverse public research university in the nation (with no single majority)

<table>
<thead>
<tr>
<th>ETHNICITY</th>
<th>Percentage</th>
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<tr>
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<tr>
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<td>Hispanic</td>
<td>27%</td>
</tr>
<tr>
<td>Other</td>
<td>14%</td>
</tr>
</tbody>
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2nd IN THE NATION
The University of Houston was ranked second in the nation among the best colleges with campus ethnic diversity — U.S. News & World Report

TOP 10 IN THE NATION
C.T. Bauer College of Business for minority graduates — Diverse: Issues in Higher Education
The Business, Management, Marketing and Related Support Services bachelor degree programs & the Psychology degree programs for producing minority graduates — Diverse: Issue in Higher Education

TOP 5 IN THE NATION
The UH College of Optometry was ranked third in the nation for awarding professional degrees to Hispanic students — Hispanic Outlook for Higher Education
University of Houston Pride Points

1st in the world to receive a grant to help train the world’s first generation of nanobiologists
— National Institutes of Health

One of a kind
The master’s degree in Space Architecture is the only graduate program of its kind in the world

2nd best undergraduate entrepreneurship program at UH’s C. T. Bauer College of Business, eighth consecutive year
Bauer has been included on the top of the list
— Princeton Review

TOP 5
The UH MBA program ranked 5th among public universities in producing CEO’s of S&P 500 companies
— Bloomberg Markets

#1 national leader in technology transfer with the highest royalty income among all public universities that do not have a medical school
— Association of University Technology Managers

#4 in the nation
UH Ph. D Creative Writing program
— Poets and Writers Magazine

TOP 5
The UH MBA program ranked 5th among public universities in producing CEO’s of S&P 500 companies
— Bloomberg Markets

Best in the country
The UH David M. Underwood chapter of the American Humanics program
— American Humanics Management Institute

TOP 10
UH Health Law Program was ranked eighth in the nation
— U.S. News & World Report

Ranked among the Greenest Universities for the fifth consecutive year
— Princeton Review

Best Value College
— Princeton Review

#4 ranked college with best return on investment to students
— PolicyMic
Our Roots Run Deep

The University of Houston is an anchor institution of the Third Ward, home to several of Houston’s important institutions, prominent churches, renowned professionals and politicians. Inspirational stories are told about the notable landmarks and historic events that took place in this great neighborhood; UH is proud to be a part of the fabric of this ever-evolving community.

THE UNIVERSITY PARTICIPATES in initiatives that strengthen community bonds and pay tribute to the history and culture of the neighborhood. The commitment UH feels toward the community has grown stronger with age, and the community’s support is just as powerful.

1,000,000 hours volunteered annually in the community by UH students

$127M donated by businesses, corporations, foundations, alumni and friends in the past year
Houston Means Success

Houston, the country’s fourth largest city with 2.1 million residents, is a vibrant, international community committed to cultural and commercial progress, with an extraordinary mix of world-class arts, booming business, diverse population and a time-honored spirit of enterprise.

#1 city for job creation in the U.S., boosted by massive international trade

Houston’s labor force fills 2.9 million jobs and counting. That’s more jobs in the city Houston than in the states of Maryland, Arizona or Colorado

Low unemployment, significantly below the national level

#1 Fastest Growing City in America – Forbes

#1 City Where a Paycheck Stretches the Furthest – Forbes

#2 most charity conscious city in the country – Charity Navigator

More parks than any other top-10 metropolitan area

6th largest museum district in the country with 19 museums within walking distance

Affordable Housing

While the rest of the country suffered, Houston never experienced a housing bubble

Source: The Greater Houston Partnership (houston.org), Houston Chronicle
H-Town Proud
A global hub magnified by its thriving and diverse cultural center.

4.5%
year-over-year job growth rate is the nation's fastest

5,000
energy firms based in Houston, coined the “Energy Capital of the World”

50,000
people moved to Houston last year

$10 billion
local economic impact of the Texas Medical Center, the largest in the world, based in Houston

33
years: median age of Houston residents

90+
languages are spoken throughout the Houston area

92
countries have consular offices in Houston, the third highest in the nation

#2
Houston has a Theater District second only to New York City with its concentration of seats in one geographic area

26
Fortune 500 companies are headquartered in Houston; 63 have a presence in Houston

92
countries

Source: The City of Houston (houstontx.gov)
University Growth and Other Key Initiatives

The University is embarking on a number of new initiatives. Several of the most pressing with greatest potential for impact on the profile and contributions of the University include:

**UH Health** – A dean has been appointed to direct the planning for a new medical school to meet a significant need in the region for more professionals skilled in community medicine, with an expectation to enroll its first class in 2019. The process involves a number of political, financial, and structural issues that will involve partnering with the Senior Vice President.

**UH Energy** - UH Energy connects the University of Houston to local and global energy sectors to advance energy education, research and technology transfer across up, mid and down, alternative energy, and environmental sustainability. The work focuses on current and future challenges of the energy industry with a goal to developing solutions that are interdisciplinary and practical in nature and therefore raise UH to be The Energy University.

**Tier One Research** – The Office of Research and Technology Transfer at UH is enhancing research infrastructure, assisting faculty to prepare research proposals, managing research contracts and grants, filing patents, marketing intellectual property, helping faculty obtain external funding to support creative and scholarly activities and growing the Tier One Research University.

**College of the Arts** – A task force appointed by the Provost has recommended the establishment of a College of the Arts. A College of the Arts Advisory Committee has submitted a report which includes a mission statement, a collective strategy to advance student and faculty academic and professional development, a strategy to advance individual and institutional constituent relations, a proposed curriculum, and a proposed budget. The University has received a key investment that will enable the University to endow the Deanship of the emerging College of the Arts.

**Athletics** – Having joined a new athletic conference and committed significant resources to the facilities, programs, and services that support competitive Division I athletics, the University is next focused on major renovations and enhancements to the basketball arena, and a new indoor football practice facility, complex projects that will require skilled oversight, political skill, and creative, entrepreneurial approach.
Upcoming Capital Plans

The Texas legislature has approved $362M in funding to fund extensive and ambitious master plan for facilities and infrastructure projects at UH and across the System. Leadership at the University must pay close attention to the relationship between the University and its key business partners, particularly HUB (historically underutilized businesses), the surrounding community and neighborhoods, and the need for a high level of engagement of interested parties in campus planning, with a strong emphasis on transparency and engagement.

UH SYSTEM CAPITAL CONSTRUCTION PROJECTS
Approved by the 84th Texas Legislative Session

- UH Basketball Arena Renovation .................................................. $60.0 million
- UH Health and Biomedical Sciences Center 2 .............................. $63.0 million
- UH Sugar Land Academic Building ............................................. $54.0 million
- UHCL STEM and Classroom Building ...................................... $54.0 million
- UHCL Recreation and Wellness Center ...................................... $38.2 million
- UHCL Pearland Health Sciences and Classroom Building .......... $24.6 million
- UHD STEM Building .................................................................. $60.0 million
- UHV Campus Expansion and Land Acquisition ....................... $60.0 million
- UH Katy Building and Land Acquisition ..................................... $46.8 million

Resource Development

The University’s budget can be found on the Budget Office web site at http://www.uh.edu/finance/Departments/Budget/. The budget is supported by a mix of tuition revenue, state appropriations, auxiliary revenue, contracts and grants, endowment and fund raising income, and other sources. The University is on a strong trajectory with sufficient financial resources to invest in strategic priorities due in no small part to the strong economy in Houston, the energy crisis notwithstanding. The system’s tuition growth is expected to be a function of CPI, and such budget, while modest, has added unencumbered monies to the budget that have enabled units to fund new lines or other priorities. The University enjoys a strong relationship with its Board of Regents and legislators who are making the University of Houston a top tier institution. Finally, the University is in the silent phase of a $1 billion capital campaign scheduled to close in 2020 that will add substantially to the University’s resources. Ensuring continued state support and philanthropic revenue requires constant monitoring and cultivating relationships, activity that all members of the senior leadership team are expected to carry out.
The Leadership Role

The University of Houston (UH) seeks a new Executive Director of Facilities Services and Operations. This individual will be responsible for all facilities management, physical plant activities and operations, maintenance operations, and utilities for the main campus. The main campus is located on a 650-acre site with 159 buildings with approximately 13 million square feet. It includes a football stadium, numerous office and classroom buildings, research facilities, residential facilities, entertainment and recreational facilities, and expansive grounds with numerous green areas. The ideal candidate will have past experience managing the maintenance and operations of a buildings/facilities and grounds with similar complexity.

The Executive Director of Facilities Operations will manage the university’s main campus facilities and physical plant operations. This includes areas such as the campus central plant and HVAC systems, the campus grounds, solid waste and recycling, housekeeping, fleet, fire alarm systems, campus infrastructure, utilities, moves and events, non-capital projects and construction, facilities customer service center, and management of the capital renewal and building maintenance programs. The Executive Director will develop and administer programs to maintain all facilities, buildings, grounds and associated equipment in accordance with local, state, and federal regulations and administrative guidelines. He/she will work closely with University leadership in creating, recommending, and implementing strategic cost reduction programs and initiatives that will drive long-term success of the organization’s physical development through planning, organizing, directing, evaluating, and improving University and Academic operations.

The Executive Director of Facilities Operations position reports to the University of Houston Associate Vice President for Facilities. The department’s approximate total number of employees ranges from 400-450 with 20 of them being at the managerial level.

The Executive Director of Facilities Operations direct reports include:

- Director, Projects and Technical Services
- Assistant Director of Grounds, Auto, Labor and Recycle
- Senior Project Manager, Facilities Services Maintenance
- Assistant Director, Zone Maintenance
- Executive Administrative Assistant

Below are the Key Duties and Responsibilities:

- Directs university facilities management and physical plant activities including grounds, solid waste and recycling, housekeeping, campus infrastructure, utilities, facilities customer service center, and management of the capital renewal and deferred maintenance program.
- Develops and monitors annual budgets; plans and implements short- and long-term objectives.
- Oversees managerial and supervisory staff and enforces standards for the hiring, training, evaluation and discipline of all facilities maintenance personnel.
- Inspects work sites, facilities and buildings to ensure that services meet established quality standards.
- Manages operations and project budgets of varying fund types. Ensures funds are expended appropriately and effectively in fulfillment of university goals.
- Reviews and approves cost estimates for facilities maintenance projects.
- Coordinates facilities maintenance, renovation and small projects with Facilities Planning and Construction to ensure efficient use of resources including overseeing in-house construction.
- Develops and enforces operational procedures and best practices, ensuring compliance by
facilities maintenance personnel with university policies and procedures.

- In coordination with the Department of Public Safety, establishes and maintains a priority system for emergency responses to campus infrastructure, facilities and buildings.

- Directs effective preventive maintenance, maintains a priority system for deferred maintenance, and implements and maintains quality assurance programs.

- Represents the University on numerous committees and coordinates with departments and colleges including numerous meetings as required.

- Performs other job-related duties as required.

Challenges and Opportunities for Leadership

During the first 12 to 18 months of his/her tenure, the Executive Director of Facilities Services and Operations will be expected to achieve the following:

- Gain a solid understanding of the history, culture, operational processes and strategies of the University of Houston. Set a clear vision for the department and inspire others to exceed the departmental goals.

- Earn the trust and respect of the departmental employees, the senior leadership team and peers. Be viewed as credible, collaborative and transparent. Meet regularly with the Executive Director of Facilities, Planning and Construction.

- Put into place a culture of service and ensure internal departments and functional areas are treated as customers. Put into place systems of accountability to ensure this is sustained on a long term basis for the division.

- It is a key goal and focus for the University of Houston’s main campus grounds are well maintained, colorful, and aesthetically attractive for staff, students, parents, and visitors. Ensure that plans and initiatives are in place for this to be accomplished and sustained.

- Ensure that a modern, efficient, and effective plan and program is in place for routine and preventive maintenance for all building and equipment.

- Review the current departmental structure and make recommendations for an efficient and effective service and productivity for the division. See that new employees are hired into key positions and that staff retention rates are high.

- Work closely with Campus Housing and other Auxiliary Departments to ensure that service levels relating to routine services and maintenance as well as minor in-house construction services are cost efficient, high quality, and completed in a timely manner.

- Ensure that there is a master facility plan in place to improve and modernize campus infrastructure for example water/sewer lines, electrical power systems, etc.).

- Ensure that there is a strategic plan and focus to properly maintain and grow the main campus facilities so that the campus and facilities offer a competitive academic and learning environment.
Preferred Qualities and Characteristics

The successful candidate will have a minimum of seven years of facilities management experience, with ten or more years preferred and have a thorough understanding of both the theoretical and practical aspects of a mechanical/electrical engineer. He or she will be an energetic, knowledgeable and experienced leader capable of both vision and execution, adept at both motivating and managing staff to achieve the department’s ambitious goals. Must have superior interpersonal and communication skills and have a spirit of collaboration. The candidate must be licensed as a Professional Engineer. Experience will not be substituted in lieu of a professional degree.

IN ADDITION, THE CANDIDATE WILL BE EXPECTED TO DEMONSTRATE:

- Vision
- Integrity
- A commitment to the University of Houston’s values
- A positive approach to problem-solving
- The ability to lead and manage change in a complex environment
- Belief in the values associated with diversity and multiculturalism
- Outstanding political and diplomatic skills
- Both qualitative and quantitative analytical ability
- Transparency
- Ability to build productive relationships with a broad range of constituents
- An accessible, calm, approachable personal style
- Evidence of successful team building
Procedure for Candidacy

Inquiries, nominations, and applications are invited. Applications should include a resume and portfolio of work. Credential review begins immediately and will continue until the position is filled. Documents should be directed electronically to David Boggs or Gwendolyn Smith-Jenkins, the WK Advisors consultants for the Executive Director of Facilities Planning and Construction search, at UHoustonFSO@wkadvisors.com. The search will be conducted with a commitment of confidentiality for inquiries, nominations, and applications until finalists are selected. Written materials may be submitted to:

David Boggs or Gwendolyn Smith-Jenkins
WK Advisors
2000 Warrington Way, Suite 200
Louisville, KY 40222
Phone: (502) 228-4030
Fax: (502) 426-2719

The University of Houston is an Equal Opportunity/Affirmative Action institution. Minorities, women, veterans, and persons with disabilities are encouraged to apply. Additionally, the University prohibits discrimination in employment on the basis of sexual orientation, gender identity, or gender expression.

Thank you for your interest.