

Stephanie Pope, MBA

Professional Statement

Strategic-thinking finance professional dedicated to the mission of higher education with 23 years of college and university leadership experience. Proven ability to lead through change, focus on student success and financial sustainability simultaneously, and cultivate internal and external relationships with stakeholders.

Professional Experience

07/2021 - Present Minnesota North College Hibbing, MN
Vice President of Finance and Facilities

- In 2022 five separately accredited colleges and a central administrative unit merged to become Minnesota North College. Lead the later stages of the merger for areas of direct report. Colleges included
 - Itasca Community College – Grand Rapids, MN
 - Hibbing Community College – Hibbing, MN
 - Mesabi Range Community and Technical College – Virginia and Eveleth, MN
 - Rainy River Community College – International Falls, MN
 - Vermilion Community College – Ely, MN
 - Northeast Higher Education District (NHED) administrative unit – Hibbing, MN
- Provide leadership, direction, and policy and procedure development and implementation college-wide and in the areas of direct report including finance, budget, business services, IT, facilities, safety and security, institutional research, and auxiliary services, including
 - financial planning, budgeting, reporting, and analysis
 - fiscal management, procurement, purchasing, and contracts
 - facilities master planning, capital budget requests, construction activities, annual repair and replacement planning, and sustainability efforts
 - maintenance and operation of facilities and grounds, safety and security, and auxiliary services
- Serve as the financial advisor to administration/management and regularly communicate fiscal matters with shared governance groups, student groups, and other college constituents
- Direct budget development and financial reporting, including completely redesigning the budget planning and development process and implementing financial reporting practices for better data driven decision making
- Develop Comprehensive Facility and Utilities Master Planning process and provide leadership for long-term facilities planning projects including capital planning development and execution
- Lead the College's multi-year efforts toward the System-wide Enterprise Resource Planning (ERP) system migration to Workday and Adaptive Planning for Finance and Human Resources

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Professional Experience

- Review, recommend, administer and evaluate, as needed policies, procedures, standards, and processes ensuring consistency with the College's mission and strategic plan while ensuring equity, efficiency, effectiveness and compliance with Board of Trustee and federal, state and system directives, guidelines, and/or laws.
- Liaison with Minnesota State system on finance, facilities, planning, and risk management matters including coordination of annual financial audit and reporting, and coordination with system and state internal audit
- Participate in College and System Office leadership and decision making via various tasks, committees, and other collaborative work

06/2017 – 06/2021 Oregon Institute of Technology Klamath Falls, OR

Assistant Vice President for Financial Operations 04/2019 – 06/2021

Assistant Vice President for Budget and Planning 12/2018 – 04/2019

Director Budget and Planning Office 06/2017 – 12/2018

- Direct and manage overall functions of the Business Affairs Office (BAO), including acting as University Controller, with a staff of five unclassified employees and six classified (SEIU) employees including, accounting, accounts receivable, accounts payable, grant and fixed asset accounting, purchasing card administration, travel, internal audit, and annual financial reporting functions
- Direct and manage the Budget and Planning Office (BPO) with a staff of two unclassified employees including directing campus wide annual budget process, short- and long-term budget planning, analysis and forecasts, and Board and legislative fiscal liaison reporting and analysis
- Recommend financial policies, procedures, standards, and processes ensuring consistency with the University's mission and strategic plan and compliance with Board of Trustees, State and Federal laws and regulations
- Develop and maintain fiscal tracking, modeling and forecasting tools
- Advise President, Vice President for Finance & Administration, Senior Leadership and Executive Team, and as requested, Board of Trustees, including reporting and analysis on budgetary, fiscal and policy matters
- Coordination of annual financial audit and reporting as well as Internal Audit processes
- Responsible for reorganization of Financial Operations for increased efficiencies, development of policies and procedures, and streamlining of processes
- Responsible for the review, selection and installation of new financial system to replace Ellucian Banner with a shortened implementation timeline
- As Director of Budget and Planning Office, was tasked with the development of a budget office, complete overhaul of centralized budget process, and establishment of budget policy where none existed previously
- Served on the Oregon Tech bargaining team in first contract negotiations with Oregon Tech chapter of AAUP
- Multiple finance and operational committees, including Diversity, Equity and Inclusion Committee, Fiscal Operations Advisory Council (FOAC), Tuition Recommendation Committee, Incidental Fee Committee, Traffic Commission, etc.

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Professional Experience Continued

10/2013 – 05/2017 University of Wisconsin – Stevens Point
Associate Budget Planner – Budget Office

- Prepare detailed financial analysis of auxiliary units for University Officers, including monthly and quarterly reports, budget reduction planning, revenue and personnel sharing agreements, budget and revenue forecasting, realigning of budget functions and resources for departments, and capital project planning
- Direct and coordinate the campus auxiliary budget process and its presentation to students, University Officers, and Chancellor's Cabinet. Including the development of Segregated Fee and Room/Board rates for the upcoming year
- Prepare and submit of the annual auxiliary budget report to UW System Budget Office
- Develop and prepare the annual GPR budget for Student Affairs
- Coordinate the review, preparation, and submission of the annual GPR and PR budgets for multiple divisions
- Coordinate the annual projecting and reporting of year-end balances for multiple divisions, including the documentation and reporting of balances to UW System Financial Administration
- Assist in compiling campus-wide reports and serve as the back-up liaison with UW System Financial Administration and the Legislative Audit Bureau
- Facilitate annual clearing of auxiliary department cash balances, cash and budget transfers, and manage all campus internal loan agreements
- Understand, monitor, manage and report on program revenue debt service including maintaining a current indebtedness schedule for auxiliary departments
- Develop and maintain detailed interactive budget templates using Excel for campus use which include advanced formula and formatting to automate and streamline the budget process and integrate budget forecasting requirements

8/2006 – 10/2013 University of Wisconsin – Stevens Point
Assistant Director – Student Union and Manager – University Store/Text Rental

- Coordinate and supervise all daily operations of the college store with an anticipated revenue of approx. \$1.5M in FY11 and Text Rental operations with reserves of approximately \$800K
- Prepare, analyze and present financial analyses for University Store and Text Rental units, including budgets, sales figures, inventories, and etc. using Wisdm, Excel and other programs
- Create and present training to part-time student employees, full-time employees and Centers wide trainings on issues such as PCI-DSS compliance, safety, and customer service
- Create, manage , and delegate special projects, including the evaluation and selection of new products and product lines
- Create and pursue partnerships with University Centers, UWSP departments and organizations, and the community

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Professional Experience Cont.

- Served as primary spokesperson and liaison for the University Store and Text Rental including communicating with faculty, staff and students, drafting press releases, and assisting in presentations for events such as freshman orientation
- Responsible for the coordination of student employment program in the University Store and creation of customer service incentive program
- Assist in the strategic planning, and policy and procedure implementation with the Director, Associate and Assistant Directors of the University Centers
- Chair a variety of committees including
 - ad-hoc Retail Space Committee which evaluated, researched and recommended retail rent rates for the new Dreyfus University Center
 - Health and Fitness Coordinator Search and Screen Committee which evaluated and interviewed candidates for the open position. Chair position requires knowledge of campus and State laws, rules and regulations regarding hiring as well as directing committee and ensuring committee follows proper procedures
 - University Centers Professional Development Committee which evaluated and presented professional development events for Centers staff considering the “whole person” approach to topic selection. Topics include stress management, health and nutrition and social events
- Participate in shared governance as a senator in Faculty Senate including participating and presenting to committees and other shared governance groups as requested

3/2001 – 8/2006 Edgewood College Madison, WI

Manager – Edgewood College Bookstore 11/2001-8/2006

Interim Manager – Edgewood College Bookstore 9/2001-11/2001

Assistant Manager – Edgewood College Bookstore 3/2001-9/2001

- Coordinate and supervise all daily operations of the college store with a revenue of approx. \$1M in FY2005-6, including textbook sales, clothing and gift sales, and coordination of student and full time employees
- Prepare financial analyses, accounts payable, and budgets
- Implemented full store redesign in summer 2004
- Coordinated first online textbook store in fall 2005
- Elected President of Staff Association in FY2005-6

11/1999 – 3/2001 Impressions Book and Journal Services Madison, WI

Sales Coordinator Assistant – Quoting and Billing Department

- Responsible for coordinating activities of President during scheduled monthly visits
- Coordinate with coworkers to ensure timely delivery of quotes
- Estimate book length based on rough manuscript
- Assist with daily operations of quoting and billing department

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Education and Honors

■ Minnesota State Colleges and Universities Outstanding Service Award

■ National Association of College and University Business Officers (NACUBO) New CFO Program

■ Western Association of College and University Business Officers (WACUBO) Future CFO Mentoring Program

■ Edgewood College Madison WI
Master in Business Administration

■ University of Wisconsin – Stevens Point Stevens Point WI
Bachelor of Arts in English, minor: writing



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