

STEPHANIE BAUER

Flagstaff AZ 86001 | p: 623.363.8924 | e: stephaniebauer86001@gmail.com

Education

Masters of Business Administration

March 2009

Grand Canyon University - Graduated with Honors

Bachelor of Science, Finance; Minor, Sociology

May 2006

Arizona State University - Graduated Summa Cum Laude

Work Experience

Northern Arizona University – Facility Services

02/2010 – Present

Associate Vice President (September 2022 – Present)

- Responsible for establishing and executing vision for the Facility Services Department. Facility Services (FS) provides 24/7 support to NAU's physical campus in Flagstaff and statewide. FS maintains 175 owned facilities at 7,023,522 gross square feet on 480 acres on Flagstaff Mountain Campus and nearly 1,700 acres at Hat Ranch. Additionally, FS maintains 11 miles of roads and 28 miles of pedestrian pathways.
- All activities are performed within a complex regulatory environment, which will affect activities and requirements in all areas of responsibility. Staff is available 24/7 to respond to emergencies and urgent situations.
- The sub-departments of Facility Services' includes Maintenance (HVAC, Electrical, Plumbing, Paint, Carpentry, Building Access Services, General Maintenance & Moving), Operations (Custodial and Landscape & Outdoor Services), Utilities, PD&C (Planning, Design, and Construction), Hat Ranch, and the Office of the AVP. In January 2023, the Office of Sustainability was repositioned from Facility Services to be a direct report to the Senior Vice President when a Chief Facility Officer was hired. In January 2024, the Work Control Center will be added into Facility Services.
- Annual operating budget, including utilities of \$28M.
- Key Accomplishments:
 - Successfully managing required duties with a shrinking budget and shrinking staff
 - Responded to a massive vandalism claim where a vandal initiated the emergency shower at Biology and let the building flood.
 - Responded to Mid campus tunnel flooding event which evacuated 5 buildings simultaneously. Repairs made in storm water systems in preparation for next spring's snow melt.
 - Successful completion of the Comprehensive Sustainable Smart Campus Master Plan. After an 18-month process, it was approved by ABOR on November 16, 2023. <https://in.nau.edu/facility-services/pdc/planning/>
 - Completion of Student Athlete High Performance Center building, a 72,000 GSF high altitude training center for student athletes.
 - Hosted two high-profile individuals on campus, which involved cross functional collaboration from all Facility Services units, as well as a show of tremendous partnership with other NAU departments. Bill Gates was the commencement speaker in May 2023 and VP Kamala Harris spoke on a campus tour event in November 2023. Notably, APS had a power outage at the onset of Kamala Harris' visit, and NAU FS quickly responded.

Director, Facilities & Maintenance

- Notable accomplishments during this time period, include:
 - Financial management and oversight to the department budget, which is \$20 million annually with over 37 sub-departments.
 - Review financial data trends, revenue and expenditure forecasts, and perform active financial management strategies.
 - Create annual budget and customer charge rates.
 - Radically changed the Facility Services budget model, successfully moving it from operating in the red for multiple years to the black.

- Leadership responsibilities for Facility Services. Units include Landscape & Outdoor Services, Custodial, Planning, Design, & Construction, Plumbing & Gas, Utility Services, Carpentry, Paint and Signs, HVAC, Electrical, Building Access Services, General Maintenance, and the Office of Sustainability.
- Significant influence and authority over employment decisions, departmental vision, policies and procedures, and resource allocation.
- Coach, mentor, and motivate staff, including managers, assistant managers, and individual performers.
- Manage conflict resolution with staff
- Establish vision and implement priorities for the entire work unit of over 300 individuals.

Director of Planning, Design, and Construction

- Notable accomplishments during this time period, include:
 - Manage staff of ten full-time employees, including project management team responsible for tens of millions of dollars of construction activity on NAU's campus.
 - Oversaw over 100 active capital construction projects totaling more than \$35million in expenditures.

Assistant Director of Administrative Services

- Notable accomplishments during this time period, include:
 - Establishing a Job Order Contract (JOC) program for NAU. Developed a JOC contract in collaboration with NAU Legal Counsel, and an RFQ and RFP in collaboration with NAU Purchasing. NAU has issued over \$11 million job order contracts to 21 different firms under this program.
 - Designed and created an electronic payment review process in which invoices and payment applications are reviewed and routed through Outlook. The average review time of non-final payment applications in FY16 was 12 days before the electronic implementation. Since August 2016 when the electronic implementation began, the median cycle time is 5-days.
 - Led the Facility Services effort to convert the paper Capital Project Authorization process to an electronic process through OnBase. This was a cross-departmental effort with the Comptroller, ITS, and PDC.

Contracts Administrator

- Notable accomplishments during this time period, include:
 - Refined problem solving and troubleshooting skills. Worked with a diverse customer group, taking calls from in-house customers to outside customers. Have to critically think to determine cause and solution to problems.
 - Developed from scratch an Energy Services Construction Agreement for a \$17 million energy conservation project on campus. Worked from document development through negotiations to finalize the contract. This involved working with legal counsel, comptroller, purchasing, and vice president of finance & admin.
 - Draft, edit, and review contracts, change orders, GMP adjustments and supplemental authorizations for construction projects. This includes Task Order, Hard Bid, ARQ, and CMAR procurement methods, using the drafts of the Tri-University contracts, in compliance with ABOR and State policies.

The Boeing Company

07/2006 – 01/2010

Business Analyst

- Analyzed, updated, and maintained the Income Statement, Balance Sheet, and various other financial charts and data for multi-million dollar Apache programs.
- Developed the Long Range Business Plan - a ten year financial forecast – for the multi-million dollar Apache programs that is included in yearly presentations to shareholders.
- Created detailed plans and presentations to measure cost reduction projects.
- Coordinate multiple programs' financial data, while working hand-in-hand with Program Managers and upper management, developing relationships, and solving problems.

Labor Estimator

- Developed the Recurring Estimating Cost Relationship for Apache Flight Test, through heavy data analysis.

- Assisted in the development and implementation of the new IWA labor estimating methodology.
- Utilized various estimating techniques to provide estimates and negotiation support the different IWA programs including F-15, F-18, C-17, and AV-8.

Contracts Administrator

- Led proposal development and provided contracting expertise to develop and negotiate complex creative business solutions for Boeing's multi-million dollar CCAD and PBL businesses.
- Administered complex contracts and agreements to ensure efficient, effective and compliant performance during the entire acquisition and product lifecycle processes, including interpreting contract requirements, risk management, change management, and conflict resolution.
- Manage all aspects of contract documents utilizing internal systems and databases, ensuring accuracy and completeness.

System Skills

TMA Systems, ERP - Peoplesoft Financial and Enterprise Reporting, ServiceNow, Power BI, Microsoft Word, Excel, Access, PowerPoint and Outlook, Bluebeam, Adobe products, and adaptable to all others

Strengths

Gallup Strengths Finder top 5 strengths: Achiever, Competition, WOO, Harmony, and Futuristic.