

MINUTES OF SPECIAL MEETING
OF
BOARD OF TRUSTEES
OF
YOUNGSTOWN STATE UNIVERSITY

Tod Hall
Tuesday, May 11, 2015

Pursuant to notice duly given, a special meeting (the three hundred thirty-eighth) of the Board of Trustees of Youngstown State University convened at 6:46 p.m., on Monday, May 11, 2015, in the Board Room in Tod Hall.

Eight trustees were present at the meeting, to-wit: Mrs. Carole S. Weimer, chairperson of the board, who presided, Mr. Harry Meshel, Mr. Leonard D. Schiavone, Ms. De-
lores E. Crawford, Mr. David C. Deibel, Mr. James B. Greene, Mr. James E. Roberts and Mr.
Bryce A. Miner. Dr. Sudershan K. Garg and Dr. John R. Jakubek were absent.

Also present were: Mr. James P. Tressel, President of the university; Dr. Martin Abraham, Interim Provost and Vice President for Academic Affairs; Mr. Neal McNally, Interim Vice President for Finance and Administration; Mr. John Fahey, Vice President for Student Affairs; Ms. Holly A. Jacobs, University General Counsel, Ms. Shannon Tirone, Executive Associate to the President and Mr. Franklin S. Bennett, Jr., Secretary to the Board of Trustees. Also present were approximately 5 persons, including deans, members of the faculty, students, administrators, and members of the news media.

ITEM I – PROOF OF NOTICE OF MEETING.

Evidence was available to establish that pursuant to Article II, Section 2, of the board's *Bylaws*; notice of the President's call for today's special meeting was timely provided to each of the trustees, the student trustee, and to the president.

ITEM II – DISPOSITION OF MINUTES FOR MEETINGS HELD MARCH 11, 2015 AND MAY 5, 2015.

The chairperson said that disposition of the minutes of the board's regular meeting held March 11, 2015 (#336) and special meeting held May 5, 2015 (#337) would be deferred until the next regular meeting of the board of trustees.

ITEM III – REPORTS OF THE COMMITTEES OF THE BOARD.

1. University Affairs Committee

The chairperson noted that the University Affairs Committee was recommending two resolutions for adoption by the board. There being no objection thereto, the chairperson declared the following resolution adopted by general consent:

Resolution to Approve
The Selection of the Position for Associate Vice President for Student Experience

YR 2015-75

WHEREAS, a new position was recommended by Student Affairs and approved by the Board of Trustees; and

WHEREAS, a national search was completed and a consensus emerged to select a particular candidate;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby authorize the University to hire an Associate Vice President for Student Experience.

The chairperson requested the secretary to read aloud the following resolution recommended by the University Affairs Committee for adoption by the board of trustees:

Resolution to Declare Impasse and
Implement the Tentative Agreement between the University and YSU-ACE

YR 2015-76

WHEREAS, the Youngstown State University Association of Classified Employees (“ACE”) and the Administration have been engaged in good faith negotiations of the collective bargaining agreement since approximately May 2014; and

WHEREAS, the current collective bargaining agreement covers August 16, 2011 through August 14, 2014; and

WHEREAS, the Administration’s bargaining team provided to ACE’s bargaining team it’s Last, Best and Final Offer on February 20, 2015, which was revised non-substantively and corrected subsequently to correct errors and ambiguities in the Last, Best and Final Offer; and

WHEREAS, ACE’s bargaining team submitted a counterproposal to the Last, Best and Final Offer and requested that the Administration’s bargaining team accept the counterproposal as the basis for a Tentative Agreement; and

WHEREAS, the Administration’s bargaining team accepted the ACE bargaining team’s counterproposal and entered into a Tentative Agreement; and

WHEREAS, on May 6, 2015, ACE’s bargaining team overwhelmingly rejected the Tentative Agreement; and

WHEREAS, despite further discussions following the rejected ratification the parties have not been able to reach a Final Agreement and therefore, are at ultimate impasse; and

WHEREAS, the Administration must immediately begin to take steps necessary to ensure that negotiated changes to the employer-based health care plan are implemented on July 1, 2015; and

WHEREAS, the Administration must develop and implement immediately the negotiated reductions in paid time off accruals, accumulations and cash payouts and reductions in starting wages for several job classifications in order to implement those changes by July 1, 2015.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby implement the parties' Tentative Agreement, a Summary of which is attached hereto and shown as Exhibit 1.

WHEREAS, the Institutional Policies are being reviewed and reconceptualized on an ongoing basis; and

WHEREAS, this process can result in the modification of existing policies, the creation of new policies, or the deletion of policies no longer needed; and

WHEREAS, action is required by the Board of Trustees prior to replacing and/or implementing modified or newly created policies, or to rescind existing policies;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of the Institutional Policy governing Selection and Evaluation of Executive Level Officers of the University, policy number 3356-9-01 (Previous Policy Number 9001.01) of the *University Guidebook*, to be retitled as Selection and Evaluation of Executive Officers of the University, shown as Exhibit B attached hereto. A copy of the policy indicating changes to be made is also attached.

After the secretary had read the recommended resolution, the chairperson requested the secretary to conduct a roll call vote on the adoption of the resolution, the results of which are as follows (YES being a vote in favor of adopting the resolution):

Mr. Meshel	YES	Mrs. Weimer	YES
Mr. Schiavone	YES	Ms. Crawford	YES
Mr. Deibel	YES	Mr. Greene	YES
Mr. Roberts	YES		

The roll call vote being unanimous, the chairperson declared the resolution adopted.

ITEM IV – COMMUNICATIONS AND MEMORIALS

The board considered no communications or memorials.

ITEM V – UNFINISHED BUSINESS

The board considered no unfinished business.

ITEM VI – NEW BUSINESS

The board considered no new business.

ITEM VII – CHAIRPERSON’S REMARKS

Mrs. Weimer thanked the university bargaining team for their time and effort spent in the YSU-ACE negotiating process.

ITEM VIII – TIME AND PLACE OF UPCOMING REGULAR MEETINGS

Upon motion duly made and seconded, which received the affirmative vote of all trustees present, the trustees resolved to set the following dates and times for the next regular meetings of the board to be held in the Board Room in Tod Hall:

- 3:00 p.m., Wednesday, June 17, 2015
- 3:00 p.m., Thursday, September 24, 2015
- 3:00 p.m., Wednesday, December 16, 2015

ITEM IX – ADJOURNMENT

There being no further business to before the board of trustees, and upon motion duly made and seconded, the meeting was duly adjourned by unanimous vote of the trustees at 7:00 p.m.

Chairperson

ATTEST:

Secretary to the Board of Trustees

1890 Knobcone Ave
North Augusta, SC 29841
706-631-0844

February 20, 2015

Dear Search Committee:

For the last two years, I have been employed by a rural, commuter technical college with a student body of approximately 4000 students. I value all of the experiences I have gained in my current position. The greatest impact has been the realization that I treasure being able to mold students and observe them from orientation to graduation evolve into professionals who flourish in society. My desire to return to a four year liberal arts institution coupled with my career goals fueled my interest in your position. After reading the job requirements, I feel confident that I can meet your expectations. Therefore, I am submitting this letter of interest and hope that you will consider me a viable candidate.

My employment has allowed me opportunities to work in conjunction with nearly every entity of a university. I have given options to many confused freshmen, comfort to nervous parents, guidance to student leaders, shared vision with physical plant and contractors, leadership to professional staff, solidarity to faculty goals, and birth to countless policies that helped to move the universities forward. All of these experiences have confirmed what many know- the student is the common thread that connects all units of the university. As a professional in higher education, I feel that it is my obligation to foster ideologies which promote personal growth, to seek initiatives which challenge beliefs and to encourage an unyielding yearning for knowledge.

Recalling those days of my undergraduate and graduate years allows me to have empathy for my students while at the same time understanding what steps are needed to push forward. The daily workings of my profession have afforded me the ability to transition from being called in to handle a crisis and then on to presenting before the board members or distinguished alumni without a moment's notice or anguish. From overseeing and in some cases designing new building constructions and renovations to managing departmental budgets as well as allocated grant funds, I have learned to adapt to shrinking state appropriations and enrollment dips while learning to stay abreast of national trends within higher education.

I am dedicated to the ideology of student affairs and work diligently to promote those ideas. I would welcome the opportunity to meet with you and discuss my qualifications and your expectations. I am available for an interview at your convenience. Thank you for your time and consideration.

Sincerely,

Eddie J. Howard, Jr.

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1890 Knobcone Avenue
North Augusta, SC 29841
(706) 631-0844
E-mail: eddiejhoward08@gmail.com

EDUCATION

Master of Education - Student Personnel in Higher Education
University of Georgia, Athens, Georgia - June 1995

Bachelor of Fine Arts - Theater Arts, emphasis in Telecommunications
Valdosta State University, Valdosta, Georgia - June 1993

PROFESSIONAL EXPERIENCE

Vice President for Student Affairs
Augusta Technical College

January 2013- present

Develops and directs units within the division including Admission, Financial Aid, Student Records, Academic Advising, Counseling Center High School Initiatives, Orientation, Testing, Job Placement/Career Services, Special Populations Assistance, graduation events and student activities.

- Supervise 10 unit directors and indirectly supervise 22 staff
- Audits operations for compliance with applicable regulations and standards
- Actively participates in strategic planning
- Devise, monitor and evaluate unit productivity through creation of DTAE, state and federally approved student services policies and procedures
- Determines and thoroughly evaluates costs and benefits of policy implementation
- Develops and communicates effective processes for incorporating or implementing new rules, policies and procedures as required

Serves as institution's chief judiciary officer

- Established and implemented student code of conduct hearing procedures
- Review all student code of conduct complaints to determine proper protocol
- Conduct investigation of allegations as reported by campus police
- Train the hearing officer and pool of hearing panelists
- Conduct pre-hearing meeting with students to advise of rights and responsibilities

- Communicate by written correspondence notification and decision rendered of hearings
- Ensure due process occurs throughout the hearing process
- Maintains records of grievances and creates documents and policy

Plans and publicize enrollment and graduation programs

- Created orientation program and training guide for institution
- Train and organize academic departmental advisors and unit staff on program procedures
- Greet and inform new students and parents during orientation program
- Handle logistical concerns for student affairs related programs both on and off campus
- Edit and oversee distribution of manuals, program booklets, flyers, and other related publications
- Assures the accuracy of student information data into the BANNER student information system for enrollment and degree confirmation.
- Chair the Graduation Committee and oversee all logistics

Collaborate with federal, state, and local agencies that provide student services.

- Coordinate GOAL (Georgia Occupational Award of Leadership) program and Rick Perkins Instructor of the Year programs on behalf of the institution for the Technical College System of Georgia
- Facilitate the implantation of the Veteran Service Center
- Give guidance to and serve as a mentor to the African American mentoring program
- Established Lending Library for military and high school students

Execute the compilation of and interpret quarterly and annual enrollment reports.

- Scrutinize purge lists to identify strategies for reduction to boost enrollment
- Analyze perspective student surveys and other feedback.
- Compare enrollment projections to actuals and monitor information accuracy.
- Monitor efficiency of timing required to complete enrollment process

Plans and manages Student Services budget.

- Oversee a unit budget of approximately \$85,000 state allocation and \$260, 000 Student Activity fee funds
- Monitors the use of allocated resources/funds to assure conformity to approved budget and/or federal, state or grant guidelines.
- Establish protocol for and review expenditures of allocations for each department
- Reviews financial requests from other institutional departments for co-sponsorships.

Division Accomplishments:

Created the new student orientation program to include campus' first student orientation leaders; built parent program for joint enrolled high school students; greatly enhanced student registration by use of computerized self-registration; improved student retention by establishing mandatory academic counseling sessions for students who did not meet SAP (satisfactory academic progress) for the semester; assisted in automation of online application system, assisted in the creation of online calculation of SAP; increased enrollment to school's highest numbers by stream lining school's application process and reorganizing the departmental staff ; established the use of judicial hearings - designed and created the policies, held school wide training sessions; established exceptional withdrawal policy

Acting Assistant Vice President for Student Life

Augusta State University

August 2012 – January 2013

Collaboratively oversaw 10 departments: Financial Aid, Dean of Students Office, Residence Life, Office of Career Services, Counseling Center, Office of Student Development, the Grover C. Maxwell Performing Arts Theater, Freshman Connection, International Student Services and Student Activities

Directly responsible for the Office of Career Services, Office of Student Development, the Grover C. Maxwell Performing Arts Theater, Freshman Connection and Student Activities

- Supervised and evaluated work performance 6 directors and 11 indirect reports
- Reviewed all budget expenditures (operational budgets: \$60,000.00 for Career Services; \$40,000 for Student Development, and \$1.2 million for Student Activities and Student Center) and approved fiscal transfer of funds when needed
- Met bi-weekly with Directors to review and approved unit plan goals and collaborative initiatives.
- Articulated, revised and/or developed policies to adhere to the University's missions and goals and oversee their execution

Created and implemented departmental policies consistent with university guidelines and Board of Regents Policy.

- Served on the Graduation and University Ceremonies
- Coordinated special projects as appointed by the Vice President for Academic Affairs
- Served as Chair for Consolidation Work Group for Augusta State University and Georgia Health Sciences University to include: Student

Activities and Programs, Events and Classroom Scheduling, Graduation 2013, Student Support Services and Judicial Affairs

Director of Student Activities
Augusta State University

September 2004- August 2012

Provided leadership, trained and evaluated central office staff to include Assistant Director for Programs, Assistant Director for Student Center Operations, Business Manager, Coordinator of Greek Life and Leadership, Administrative Assistant, Receptionist and graduate assistant

- Created a programming model for student growth at all levels of development-personal, social and professional through programs sponsored by the Student Activities Office (i.e. JAB events, Family Fun Series, Intramurals, Fine Arts, and Greek Life)
- Oversaw and assisted in the supervision of 20 orientation leaders and the Jaguar Activities Board
- Coordinated campus-wide orientation program and facilitated Parent Session for New Student Orientation
- Identified, created and fostered leadership opportunities and development for over 60 clubs and campus organizations
- Served as the Advisor for the Student Government Association.
- Served as chair of the Week of Welcome Committee.
- Provided planning and implementation of special events such as MLK celebration, Honors convocation, Constitution Day, New Student Convocation
- Created and/or coordinated revision of all departmental publications including Student Handbook, club and organizational charters, semester activity guide and calendar and others as needed

Oversaw Student Activities Budget

- Oversaw student activities budget (\$930,000 annual budget & \$700,000 reserve budget) adhering to Student Activities fee guidelines and the Board of Regents policy governing mandatory student fees
- Provided fiscal management for all student fee accounts and revenue projections by approving budget amendments, allocations, reimbursements and expenses
- Prepared and submitted annual budget for all student fee accounts to the university's budget office
- Provided guidance to the student activity fee and approved outside entertainment contracts
- Prepared 5-year business plan pursuant to Board of Regents policy

Serve as Building Manager for the Jaguar Student Activities Center (JSAC)

- Maintained daily operations of the JSAC, a 55,000 square feet facility
- Assisted in supervision, training and evaluation of 6 student building managers, 15 fitness center staff, 6 information desk attendants, 6-10 event staff and 1 graduate assistant for reservations
- Worked with the university's Plant Operations department (maintenance, custodial services and renovation projects)
- Tracked attendance data as it relates to retention and create a response via unit plans and departmental goals
- Served on the Building Administrative team providing direction on the construction of the student center and other campus projects

Division Accomplishments:

Greatly increased student activities office from a 3 person staff and 1 game room to multifaceted department offering fully staffed Greek Life, Intramurals, Student Center Operations and Leadership offices; designed and oversaw construction of the \$1,000,000 amphitheater, designed and oversaw the construction of the \$5,000,000 Jaguar Student Union; wrote and directed the campus commercial for the grand opening of the student center; built a framework for operations of the Jaguar Student Union using an undergraduate student supervisory model, wrote job descriptions for all student union; established Student Leader Training workshop for all campus organizations officers; created building usage and institution's first online space reservation policy for the student union, created regulations for student center's fitness center, developed student employee training manual and computerized skills assessment; improved student personnel by implementing uniformed dress code and developing an intensive off-sight 4-day training retreat; investigated student activities related allegations and issued appropriate sanctions; established an extensive new student and parent orientation program which ran throughout the year and created over 35 student jobs; noticeably improved the Greek-Life program by adding new sororities and fraternities; created programming model for the division; developed annual programs to attract the community for the residence life department; named and designed logo for school wide initiative to increase campus event participation- "Jaguar Nation" and its logo led to record attendance numbers; established Mid-Night Breakfast event and Finals Frenzy during semester exams' week; partnered with academic division to provide learning and cultural opportunities for students and

the community; advanced public awareness of campus initiatives through local television appearances and newspaper interviews; responsible for bringing notable guest speakers to include John Lewis, Ira Glass, George Curry, Hill Harper, Shirley Franklin, and others to campus

**Director of Student Activities
Georgia College & State University**

August 1998-August 2004

Maintained Daily Operations of Department

- Established mission, set annual goals and reclassified positions when needed
- Increased department's campus involvement through co-sponsorship of academic and community service programs
- Supervised front office staff: secretary, 4 graduate assistants and 7 student workers
- Revamped and maintained campus Bobcat card ID system
- Served as building Manager for Maxwell Student Union
- Approved facility usage, maintain equipment and oversaw renovations and expansion of student union and intramural complex
- Authorized all student and public posting of events and solicitations
- Designed and coordinated publication of departmental brochure, Co-curricular Bulletin, advisor's handbook and semester activities calendar

Supervised one Assistant Director and a Program Coordinator

- Hired and supervised Intramural Coordinator and Assistant Director
- Encouraged and provided opportunities for professional development Assisted with direction of Campus Activities Board, Intramurals, Club Sports, Outdoor Adventure program, Greek Life and Leadership Center
- Reviewed entertainment contracts and program proposals
- Conducted bi-weekly one-on-ones
- Followed-up on performance concerns and administered disciplinary actions when necessary

Engaged in Budgeting Responsibilities

- Served on Student Allocations Budget Committee overseeing \$400,000 of Student Activity revenue
- Allocated \$120,000 department budget
- Oversaw \$64,000 Intramural program budget and \$58,000 Venture Out/ Campus Activities Board program budget
- Approved all student organization expenditures
- Tracked and collected funds generated from vendors, ID replacement and ticket sales
- Maintained university checks and balance system for all accounts

Coordinated Leadership Development Efforts

- Oversaw registration process for student organizations maintaining current information on presidents, advisers, and status
- Provided leadership for Week of Welcome, BAVA Fest and Homecoming committees
- Advised Student Government Association, University Students' Council, and National Pan-Hellenic Council
- Developed and implemented Annual Bobcats Awards
- Created and implemented the annual Dean's Cup Involvement program
- Facilitated Emerging Leader's retreat 1999-2001

Served on University Wide Committees-

- Orientation Planning Committee
- Fall Fest/ Spring Fest Planning Committee
- Quality Enhancement Plan (met with SAC Review Team- 2002-2004)
- All Campus Card Task Force
- University Position Classification Review Committee

Promoted department of Student Activities through classroom visits and community outreach efforts

Division Accomplishments:

Oversaw the renovation of a 91- year old church and its transition to the SAC (Student Activities Center); co-designed and oversaw the construction of the intramural complex; increased the department by obtaining additional space and securing The Give Center, Greek Life, and Intramurals under the direction of the office; created the Dean's Cup Award, a program designed to acknowledge contributions of those who have excelled through community service and campus involvement; created department publications- co-curriculum advisor's guide, training manuals, intramural regulations and procedures; established the Physical Plant Appreciation Cookout; conceived the idea of the annual BAVA Fest concert which showcased local bands.

**Assistant Director of Services
University of Louisville,**

July 1995- August-1998

Engaged in Mission Development

- Developed initiative to support Student Learning Imperative
- Instrumental in the development of missions objectives
- Created learning outcomes for student position and services
- Designed residence hall curriculum

Managed Fiscal Responsibilities for Position

- Coordinated payroll of 75 student staff and eight full time security staff

- Managed the \$200,000 summer conference revenue transactions
- Oversaw \$12,500 student associations budget
- Supervised dispensation of \$8,000 National Pan-Hellenic Council budget
- Developed partnerships to improve financial support of services for student

Supervised eight Graduate Resident Directors in Program Area

- Participated in the selection, training and evaluation of graduate staff
- Oversaw Resident Director's supervision of desk staff
- Conducted bi-weekly one-on-one meetings
- Followed-up on performance concerns and administered disciplinary actions when necessary
- Participated in Resident Assistants training and discipline

Oversaw Departmental Security Program

- Supervised eight full time security officers and 75 desk staff members
- Selected, trained and evaluated security and desk staff
- Devised and facilitated selection process for student desk staff
- Designed and coordinated publication of staff manuals and monthly newsletter
- Conducted 80 hours of creative work and effective supervision training
- Implemented in-services staff development opportunities each semester

Coordinated Summer Conference Housing Program

- Received and processed reservations for 30-40 conference groups
- Selected, trained, supervised and evaluated three Conference Resident Directors and six Conference Assistants
- Developed conference procedures, forms and policy manual
- Trained staff in areas of customer service and emergency procedures
- Generated room assignment, check-in and turn-over schedules for guests
- Coordinated guest apartment reservations for faculty and staff

Advised the Resident Student Association and National Residence Hall Honorary

- Coordinated leadership development opportunities for students
- Attended executive and general meetings
- Advised on issues related to university policies, procedures, financial matters and staff development
- Coordinated officer elections and training efforts
- Performed advisor role on and off campus events/ conferences

Coordinated Campus Wide Community Service Projects for Residents

- Coordinated two or more community service opportunities per semester for 1,500 students

Participated in the professional staff on call, served as on-campus response for crisis management

Member of the Non-Academic Hearing Panel

Division Accomplishments:

Promoted from Coordinator position to Assistant Director after one year in position; streamlined the full time security officers staff by revamping schedules, evaluation assessment tools and training modules; enhanced summer conference housing program by developing student leaders and improving the reservation and check-in processes

**Greek Advisor, National Pan-Hellenic Council
University of Louisville, Student Life**

July 1997-August 1998

- Advised group composed of seven historically black Greek organizations on coordinating programs and community service
- Attended executive and general meetings
- Performed advisor role on and off campus events/conferences
- Advised on issues related to university policies and financial matters

**Graduate Resident
Summer Conference Graduate Resident
University of Georgia**

**1993-1995
June-Aug. 1994**

PROFESSIONAL AFFILIATIONS AND CONTRIBUTIONS

American College Personnel Association, member 1995- Present
2009 Conference Local Arrangement Chair – Atlanta, GA
Outstanding State and International Division Leader of the Year -2010
2012 Conference Registration Chair- Las Vegas, NV
2013 Conference Headquarter Chair – Indianapolis, IN

Georgia College Personnel Association, member 1999- Present
Conference Chair -2004
President-Elect, 2008
President, 2009
Past President, 2010
Theodore K. Miller Professional Service Award- 2010

National Association of Campus Activities, National member

National Association of Campus Activities-South Regional Conference
New Member Orientation Coordinator 2004
Leadership Institute- Multicultural Affairs 4hr workshop

Optimus Club of Augusta, Georgia, member 2013- present

Association of Fraternity Advisors, member

Kentucky Association of Housing Officers, member

Southeast Association of Housing Officers
Program Committee-1997-1998
Host Committee-1997

NASPA- New Professional's Institute- 1996

SAACURH-Advisor Training Co-chair

Kappa Alpha Psi Fraternity, Inc.
Polemarch Award-1997, 2003
David Dupree Leadership Award 2010
Kappa Man of the Year 2011

REFERENCES

Dr. Joyce A. Jones
Assistant Vice Chancellor for Student Affairs
Georgia Board of Regents
270 Washington St., S.W.
Atlanta, GA 30334
(404) 962-3110
Joyce.jones@usg.edu

Dr. Carol Rychly
Vice President for Academic and Faculty Affairs
Georgia Regents University
2500 Walton Way
Augusta, GA 30904
(706) 426-1442
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Dr. Paul Jones
Interim President
Darton State
2400 Gillionville Road
Albany, GA 30707
(229) 317-6705
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Dr. Bruce Harshbarger
Vice President of Student Affairs/ Dean of Students
213 Lanier Hall
Georgia College & State University
Milledgeville, Georgia 31061
(478) 445-5169
Bruce.harshbarger@gcsu.edu

Mr. Frank Mianzo
Assistant to Vice President of Student Affairs
302 West Student Activities Center
University of Louisville
Louisville, Kentucky 40292
(502) 852-1335
Frank.mianzo@louisville.edu

1890 Knobcone Ave
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February 20, 2015

Dear Search Committee:

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EDUCATION

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University of Georgia, Athens, Georgia - June 1995

Bachelor of Fine Arts - Theater Arts, emphasis in Telecommunications
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January 2013- present

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Acting Assistant Vice President for Student Life

Augusta State University

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- Reviewed all budget expenditures (operational budgets: \$60,000.00 for Career Services; \$40,000 for Student Development, and \$1.2 million for Student Activities and Student Center) and approved fiscal transfer of funds when needed
- Met bi-weekly with Directors to review and approved unit plan goals and collaborative initiatives.
- Articulated, revised and/or developed policies to adhere to the University's missions and goals and oversee their execution

Created and implemented departmental policies consistent with university guidelines and Board of Regents Policy.

- Served on the Graduation and University Ceremonies
- Coordinated special projects as appointed by the Vice President for Academic Affairs
- Served as Chair for Consolidation Work Group for Augusta State University and Georgia Health Sciences University to include: Student

Activities and Programs, Events and Classroom Scheduling, Graduation 2013, Student Support Services and Judicial Affairs

Director of Student Activities
Augusta State University

September 2004- August 2012

Provided leadership, trained and evaluated central office staff to include Assistant Director for Programs, Assistant Director for Student Center Operations, Business Manager, Coordinator of Greek Life and Leadership, Administrative Assistant, Receptionist and graduate assistant

- Created a programming model for student growth at all levels of development-personal, social and professional through programs sponsored by the Student Activities Office (i.e. JAB events, Family Fun Series, Intramurals, Fine Arts, and Greek Life)
- Oversaw and assisted in the supervision of 20 orientation leaders and the Jaguar Activities Board
- Coordinated campus-wide orientation program and facilitated Parent Session for New Student Orientation
- Identified, created and fostered leadership opportunities and development for over 60 clubs and campus organizations
- Served as the Advisor for the Student Government Association.
- Served as chair of the Week of Welcome Committee.
- Provided planning and implementation of special events such as MLK celebration, Honors convocation, Constitution Day, New Student Convocation
- Created and/or coordinated revision of all departmental publications including Student Handbook, club and organizational charters, semester activity guide and calendar and others as needed

Oversaw Student Activities Budget

- Oversaw student activities budget (\$930,000 annual budget & \$700,000 reserve budget) adhering to Student Activities fee guidelines and the Board of Regents policy governing mandatory student fees
- Provided fiscal management for all student fee accounts and revenue projections by approving budget amendments, allocations, reimbursements and expenses
- Prepared and submitted annual budget for all student fee accounts to the university's budget office
- Provided guidance to the student activity fee and approved outside entertainment contracts
- Prepared 5-year business plan pursuant to Board of Regents policy

Serve as Building Manager for the Jaguar Student Activities Center (JSAC)

- Maintained daily operations of the JSAC, a 55,000 square feet facility
- Assisted in supervision, training and evaluation of 6 student building managers, 15 fitness center staff, 6 information desk attendants, 6-10 event staff and 1 graduate assistant for reservations
- Worked with the university's Plant Operations department (maintenance, custodial services and renovation projects)
- Tracked attendance data as it relates to retention and create a response via unit plans and departmental goals
- Served on the Building Administrative team providing direction on the construction of the student center and other campus projects

Division Accomplishments:

Greatly increased student activities office from a 3 person staff and 1 game room to multifaceted department offering fully staffed Greek Life, Intramurals, Student Center Operations and Leadership offices; designed and oversaw construction of the \$1,000,000 amphitheater, designed and oversaw the construction of the \$5,000,000 Jaguar Student Union; wrote and directed the campus commercial for the grand opening of the student center; built a framework for operations of the Jaguar Student Union using an undergraduate student supervisory model, wrote job descriptions for all student union; established Student Leader Training workshop for all campus organizations officers; created building usage and institution's first online space reservation policy for the student union, created regulations for student center's fitness center, developed student employee training manual and computerized skills assessment; improved student personnel by implementing uniformed dress code and developing an intensive off-sight 4-day training retreat; investigated student activities related allegations and issued appropriate sanctions; established an extensive new student and parent orientation program which ran throughout the year and created over 35 student jobs; noticeably improved the Greek-Life program by adding new sororities and fraternities; created programming model for the division; developed annual programs to attract the community for the residence life department; named and designed logo for school wide initiative to increase campus event participation- "Jaguar Nation" and its logo led to record attendance numbers; established Mid-Night Breakfast event and Finals Frenzy during semester exams' week; partnered with academic division to provide learning and cultural opportunities for students and

the community; advanced public awareness of campus initiatives through local television appearances and newspaper interviews; responsible for bringing notable guest speakers to include John Lewis, Ira Glass, George Curry, Hill Harper, Shirley Franklin, and others to campus

**Director of Student Activities
Georgia College & State University**

August 1998-August 2004

Maintained Daily Operations of Department

- Established mission, set annual goals and reclassified positions when needed
- Increased department's campus involvement through co-sponsorship of academic and community service programs
- Supervised front office staff: secretary, 4 graduate assistants and 7 student workers
- Revamped and maintained campus Bobcat card ID system
- Served as building Manager for Maxwell Student Union
- Approved facility usage, maintain equipment and oversaw renovations and expansion of student union and intramural complex
- Authorized all student and public posting of events and solicitations
- Designed and coordinated publication of departmental brochure, Co-curricular Bulletin, advisor's handbook and semester activities calendar

Supervised one Assistant Director and a Program Coordinator

- Hired and supervised Intramural Coordinator and Assistant Director
- Encouraged and provided opportunities for professional development Assisted with direction of Campus Activities Board, Intramurals, Club Sports, Outdoor Adventure program, Greek Life and Leadership Center
- Reviewed entertainment contracts and program proposals
- Conducted bi-weekly one-on-ones
- Followed-up on performance concerns and administered disciplinary actions when necessary

Engaged in Budgeting Responsibilities

- Served on Student Allocations Budget Committee overseeing \$400,000 of Student Activity revenue
- Allocated \$120,000 department budget
- Oversaw \$64,000 Intramural program budget and \$58,000 Venture Out/ Campus Activities Board program budget
- Approved all student organization expenditures
- Tracked and collected funds generated from vendors, ID replacement and ticket sales
- Maintained university checks and balance system for all accounts

Coordinated Leadership Development Efforts

- Oversaw registration process for student organizations maintaining current information on presidents, advisers, and status
- Provided leadership for Week of Welcome, BAVA Fest and Homecoming committees
- Advised Student Government Association, University Students' Council, and National Pan-Hellenic Council
- Developed and implemented Annual Bobcats Awards
- Created and implemented the annual Dean's Cup Involvement program
- Facilitated Emerging Leader's retreat 1999-2001

Served on University Wide Committees-

- Orientation Planning Committee
- Fall Fest/ Spring Fest Planning Committee
- Quality Enhancement Plan (met with SAC Review Team- 2002-2004)
- All Campus Card Task Force
- University Position Classification Review Committee

Promoted department of Student Activities through classroom visits and community outreach efforts

Division Accomplishments:

Oversaw the renovation of a 91- year old church and its transition to the SAC (Student Activities Center); co-designed and oversaw the construction of the intramural complex; increased the department by obtaining additional space and securing The Give Center, Greek Life, and Intramurals under the direction of the office; created the Dean's Cup Award, a program designed to acknowledge contributions of those who have excelled through community service and campus involvement; created department publications- co-curriculum advisor's guide, training manuals, intramural regulations and procedures; established the Physical Plant Appreciation Cookout; conceived the idea of the annual BAVA Fest concert which showcased local bands.

**Assistant Director of Services
University of Louisville,**

July 1995- August-1998

Engaged in Mission Development

- Developed initiative to support Student Learning Imperative
- Instrumental in the development of missions objectives
- Created learning outcomes for student position and services
- Designed residence hall curriculum

Managed Fiscal Responsibilities for Position

- Coordinated payroll of 75 student staff and eight full time security staff

- Managed the \$200,000 summer conference revenue transactions
- Oversaw \$12,500 student associations budget
- Supervised dispensation of \$8,000 National Pan-Hellenic Council budget
- Developed partnerships to improve financial support of services for student

Supervised eight Graduate Resident Directors in Program Area

- Participated in the selection, training and evaluation of graduate staff
- Oversaw Resident Director's supervision of desk staff
- Conducted bi-weekly one-on-one meetings
- Followed-up on performance concerns and administered disciplinary actions when necessary
- Participated in Resident Assistants training and discipline

Oversaw Departmental Security Program

- Supervised eight full time security officers and 75 desk staff members
- Selected, trained and evaluated security and desk staff
- Devised and facilitated selection process for student desk staff
- Designed and coordinated publication of staff manuals and monthly newsletter
- Conducted 80 hours of creative work and effective supervision training
- Implemented in-services staff development opportunities each semester

Coordinated Summer Conference Housing Program

- Received and processed reservations for 30-40 conference groups
- Selected, trained, supervised and evaluated three Conference Resident Directors and six Conference Assistants
- Developed conference procedures, forms and policy manual
- Trained staff in areas of customer service and emergency procedures
- Generated room assignment, check-in and turn-over schedules for guests
- Coordinated guest apartment reservations for faculty and staff

Advised the Resident Student Association and National Residence Hall Honorary

- Coordinated leadership development opportunities for students
- Attended executive and general meetings
- Advised on issues related to university policies, procedures, financial matters and staff development
- Coordinated officer elections and training efforts
- Performed advisor role on and off campus events/ conferences

Coordinated Campus Wide Community Service Projects for Residents

- Coordinated two or more community service opportunities per semester for 1,500 students

Participated in the professional staff on call, served as on-campus response for crisis management

Member of the Non-Academic Hearing Panel

Division Accomplishments:

Promoted from Coordinator position to Assistant Director after one year in position; streamlined the full time security officers staff by revamping schedules, evaluation assessment tools and training modules; enhanced summer conference housing program by developing student leaders and improving the reservation and check-in processes

**Greek Advisor, National Pan-Hellenic Council
University of Louisville, Student Life**

July 1997-August 1998

- Advised group composed of seven historically black Greek organizations on coordinating programs and community service
- Attended executive and general meetings
- Performed advisor role on and off campus events/conferences
- Advised on issues related to university policies and financial matters

**Graduate Resident
Summer Conference Graduate Resident
University of Georgia**

**1993-1995
June-Aug. 1994**

PROFESSIONAL AFFILIATIONS AND CONTRIBUTIONS

American College Personnel Association, member 1995- Present
2009 Conference Local Arrangement Chair – Atlanta, GA
Outstanding State and International Division Leader of the Year -2010
2012 Conference Registration Chair- Las Vegas, NV
2013 Conference Headquarter Chair – Indianapolis, IN

Georgia College Personnel Association, member 1999- Present
Conference Chair -2004
President-Elect, 2008
President, 2009
Past President, 2010
Theodore K. Miller Professional Service Award- 2010

National Association of Campus Activities, National member

National Association of Campus Activities-South Regional Conference
New Member Orientation Coordinator 2004
Leadership Institute- Multicultural Affairs 4hr workshop

Optimus Club of Augusta, Georgia, member 2013- present

Association of Fraternity Advisors, member

Kentucky Association of Housing Officers, member

Southeast Association of Housing Officers
Program Committee-1997-1998
Host Committee-1997

NASPA- New Professional's Institute- 1996

SAACURH-Advisor Training Co-chair

Kappa Alpha Psi Fraternity, Inc.
Polemarch Award-1997, 2003
David Dupree Leadership Award 2010
Kappa Man of the Year 2011

REFERENCES

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