

ADMINISTRATIVE AND LEADERSHIP EXPERIENCES

<i>Executive Vice President/CSSO</i>	<i>Madison Area Technical College, Madison WI</i>	<i>(July 2016 – present)</i>
<i>Senior Vice President, Student Development</i>	<i>Madison Area Technical College, Madison WI</i>	<i>(Jan. 2013 – June 2016)</i>
<i>Vice President, Student Development</i>	<i>Madison Area Technical College, Madison WI</i>	<i>(Jan. 2010 – 2013)</i>
<i>Executive Dean, Learner Development</i>	<i>Madison Area Technical College, Madison WI</i>	<i>(March 2006 – Dec 2009)</i>

Executive Vice President/Chief Student Services Officer, at a multi campus institution, responsible for setting the vision, mission, direction, and providing leadership and oversight of student services as well as responsible for the strategic direction and leadership of all regional campuses. Responsible for actualizing the long term vision of Student Development & Success and leadership for the four college regional campuses and two metro campuses by facilitating a quality culture, leading strategic and operational planning, creating an environment of outcomes assessment, budgetary and financial planning, and continuous quality improvement as well as providing oversight to the daily operations within the functional areas across the district. Units within Student Development & Success include: enrollment services, admissions, recruiting, financial aid, counseling services, academic advising, career & placement services, disability resource services, international education, child care, student life & leadership, athletics, health & fitness, first-year experience, college success instruction, testing & assessment services, TRiO student services, tutoring & supplemental instruction, college preparedness, K-12 relations, library services, as well as being responsible for student conduct. Until January 2014, I also served as Dean for the School of Academic Advancement including the oversight of instruction for adult basic education, English language learning, high school completion programs, developmental education, and migrant high school equivalency. During my tenure in the positions I have also had responsibility for grant development, public safety, food services, and diversity programs & services. In this role I am responsible for administering budgets with general operational expenditures in excess of 15 million dollars and capital equipment allocations of more than 4 million dollars annually.

The current position supervises staff including 1 Associate Vice President, 3 Deans, 2 Associate Deans and 12 Directors as well as supervision of 3 support staff. During the years of responsibility as Dean of Academic Advancement I had responsibility for supervising 20 full-time faculty.

The position serves as a member of the President's executive team providing leadership and input into the vision, strategic planning, direction of the college on all financial and policy related issues, working collaboratively with all areas of the college to meet institutional goals. Some demonstrated experiences and successes include:

- Providing leadership in development of the college shared governance model based on an interest based problem solving principles and continuing to provide direction and guidance as the Assembly co-chair.
- Securing of more than \$23,000,000 in gifts and donations, including three the largest three donations in the 105 year history of the college.
- Directing development of 75,000 sq. ft. Gateway building, renovation of 30,000 student services and commons areas, and development of 45,000 sq. ft. new South Madison campus.
- Leading the development of the Early College STEM Academy, reimagining the Jr. and Sr. years of high school.
- Oversight and direction of the Madison College *Scholars of Promise* program.
- Providing leadership for the design, provision and assessment of policies to ensure that student development programs and service practices align and support student success.
- Serving as co-chair of the College Assembly, and a member of the Smart Future Capital Campaign, Student Affairs council, AQIP Teams, and other college committees.
- Revitalizing student judicial affairs/conduct process focusing on student development and learning, with creation of behavioral intervention team, assessed and recommended policy changes to Student Code of Conduct. As Title IX officer am responsible for review, investigation, and adjudication of reports of Title IX complaints.

Instruction & Student Success

- Developed the framework for student academic support services that led to the creation of the college Student Achievement Centers. During the first year of operation the centers have had more than 57,000 visits, providing 78,000 hours of academic support to students.
- Revitalization of the School of Academic Advancement as evident by a growth in enrollments, creation of English Language Learner (ELL) Learning Lab allowing learners to begin course work immediately and continuously regardless of academic term, increase in migrant workers receiving their GED, development of partnerships with community agencies to address adult basic skills and literacy, and the re-designing of our remedial math program.
- Responsible for College Success instruction including credit course offerings for both college transfer as well as specialized curriculum for technical and vocational programs, Learn to Learn camp, and high school dual credit offerings. During the first 3 years of the program under my tenure, enrollments grew by more than 25%.
- Testified before the Wisconsin State Assembly Higher Education related to the equity of course offerings at the Wisconsin Technical College System institutions.
- Selected as a Wisconsin representative to the US Department of Education to address best practices and innovation in providing Adult Basic Education and work skills training.
- Secured HEP Migrant Worker High School Completion grant award of \$2,322,255 for 5 years (third renewal) to provide GED/HSED education to migrant workers in south and central Wisconsin. During the five year period the program served nearly 750 students, graduating more than 330 with 72% placement rate of the graduates.
- Secured funding and authority for implementation 4-year old kindergarten as part of our child and family center services.
- Ensured that student retention efforts successfully impact the completion of student goals by leading student retention efforts in support of strategic enrollment management goals and objectives.
- Responsible for leading college student success (e.g. MAAP, First-year experience...) initiative at Madison College.

Facilities

- Obtained more than \$20,000,000 in gifts for development of new South Madison campus.
- Obtained a \$6,700,000 gift for the renovation of the college Women's Softball as well as Soccer complexes.
- Madison College: 75,000+ sq. ft. Gateway/Student Achievement Center; 30,000 sq. ft. renovation of Student Life/Student Development; secured funding and approvals for renovation of Fitness Center complex at the Truax campus; development of outdoor/leadership challenge ropes course; secured funding for renovation of Child and Family Centers.
- Worked collaboratively with student leaders in the establishment of the student health clinic at Madison College - funded entirely by student fees as a means of supporting student retention efforts at the college.
- Provided leadership in development of the Madison College Master Plan, including guiding initiative to address student space issues resulting in college creation of a facilities master plan and creation of Student Achievement Centers at the Madison College Truax campus and all of the regional facilities as well as renovation of the Student Life and Student Development Centers.
- Led *Well College* student health initiative for students, including the establishment of a health clinic on campus.
- Led facility planning and improvement projects at College of DuPage (31,000 sq. ft. Student Resource Addition),
- Indiana University Southeast: Renovation of facilities within the 41,000 sq. ft. University Center.
- Collaborated with facilities and foundation staff to explore feasibility of student housing at the college.

Community and K-12 partnership

- Developed Early College STEM Academy (concurrent enrollment) with Madison Metropolitan School District, pilot 2018.
- In collaboration with Madison Metropolitan School District and the Workforce Development Board of South Central Wisconsin developed career pathways partnership that has led to selection into the Jobs for the Future Pathways to Prosperity national initiative.
- Established partnership with the Veterans Administration hospital and other local veteran community agencies to address increase in student mental health and veteran affair issues, with the creation of a Veterans Center.

- Initiated collaborative partnership with the Workforce Development Board of South Central Wisconsin to secure 1.75 million dollars to create Center for Adult Learning, for training and certificate attainment for dislocated workers.
- Collaborated with community based organizations and agencies for the purpose of developing programs and services to meet the needs of our students and community. As demonstrated by the establishment of skills development academies with the Urban League of Greater Madison.
- Collaborated with forty local k-12 districts to provide college assessment/placement data in math and writing to foster dialogue and strategies to address the remedial needs of students advancing from high school.
- Involved with local k-12 Superintendents on the creation of the Global Academy of Madison (2009).
- Championed community summit with 75 community leaders to discuss and address the issue of meeting the educational and developmental needs of disengaged youth in the greater Madison community, with the purpose of creating a community agenda to address the issue. To date the initiative has led to the development of the Middle College concept in collaboration with the Workforce Development Board of South Central Wisconsin and other community partners.

Grants, Finance and Human Resources

- Secured more than \$20,000,000 in gifts for development of new South Madison campus.
- Secured a \$6,700,000 gift from the Goodman Foundation for renovation of outdoor athletic complex.
- Served on college negotiation team to renegotiate collective bargaining agreements addressing 10.5 million dollar budget deficit as result of state budget cuts and local property tax caps.
- Member of college negotiating team to address faculty and staff contracts.
- Developed plan for the securing of gifts and donations for the Scholars of Promise program.
- Initiated collaborative partnership with the Workforce Development Board of South Central Wisconsin to secure 1.75 million dollars to create Center for Adult Learning, addressing training and certificate attainment for dislocated workers.
- Served on the Madison College leadership team guiding the “Smart Future” referendum that resulted in a near 60% voter support for a \$134,000,000 referendum that was passed in November 2010.
- Secured Migrant Worker High School Equivalency Program (HEP) 5-year grant award of \$2,322,255 to provide GED/HSED education to migrant workers in south and central Wisconsin (third renewal of grant).
- Led effort to secure the college’s TRIO Student Services awards for slightly more than one million dollars.
- Responsible for oversight of college grant development office, including working with the Director to develop the vision and strategic plan for grants at the college.
- Responsible for oversight and administration of Carl Perkins grants at the college.
- Provided direction for obtaining external financial resources including funding in order to meet the needs and demands for the development and success of students. Grant funding in the division currently exceeds 2 million dollars annually through General Purpose Revenue, Adult Education Family Literacy, Migrant High School Completion, Child Care, and Workforce Development grants.

Student Life Administrator

Madison Area Technical College, Madison, WI (August 2000 – March 2006)

Responsible for setting vision, mission, strategic planning, and leadership of programs and services designed to enhance the student life experience, promote college success and expand cultural diversity through co-curricular activities, clubs, organizations, as well as civic-engagement and student volunteerism. Administered programs and activities that facilitated and supported student development through new student orientation/first year experience, student organizations, networking groups, student publications, volunteerism/service learning, leadership development and student recognition. Developed curriculum and presented instruction for student leadership workshops and experiences. While also providing oversight and leadership for all food service enterprises, child care operations, as well as international education programs and services at the college.

Responsible for the supervision of 1 administrator, 16 FT and 15 PT paraprofessional staff as well as student workers. Prepared and managed budgets with expenditures in excess of \$1.8 million for Student Life, child care, food services, and international education functions. Some demonstrated experiences and successes include:

- Founding member of the Wisconsin Campus Compact creating a coalition of colleges and universities in the state to reinvigorate the civic leadership and community engagement of higher education.
- Developed Volunteer Center at the college which secured funding to provide faculty with support for expanding their curriculum to be inclusive of service learning principles and practices. The Center also developed the Madison College Alternative Breaks program that provides students with hands on learning through community based service experiences.
- Solidified Student Activities supplemental fee fund through the creation of long term financial plan for the fund and establishing 3-year organizational/business planning process for all fee funded groups, moving the fund from a deficit fund balance to a current reserve fund in excess of \$575,000.
- Provided leadership for development of Student Center plan addressing district student space needs, responsible for the expansion and renovation of student space throughout the district and development of a student center on the Truax campus. The plan was the precursor to the college Facilities Master Plan.
- Revitalized food service operation by stabilizing financial deficit through the creation of a comprehensive food services plan including the development and administering of the bid process, negotiating of all agreements, and renovation of the facility.
- Made presentations to the District Board, community groups, governmental agencies, parents and students, as well as other college divisions on various Student Life and student development programs and services.

Director of Campus Life Indiana University Southeast, New Albany, IN (September 1994–August 2000)

Responsible for providing vision and creation of services and programs for the development of students, administering programs in the areas of childcare, student involvement/student organizations, student volunteerism, and all aspects of food services and catering. Oversight for managing 41,000 square foot University Center, responsible for generating revenues through rental of facilities and managing of all food service operations. Developed curriculum for and presented instruction for student leadership course, workshops and experiences. Responsible for hiring, training and supervision of 5 FT and 2 PT paraprofessional staff, in addition to student staff. Prepared and managed budgets in excess of \$660,000.

During my tenure I served as Chair of Quality Improvement initiative as well as Ombudsman for Vice Chancellor of Student Affairs, related to student disciplinary issues. Some demonstrated experiences and successes include:

- Led the renovation of the 41,000 square foot University Center facilities and explored feasibility of student housing at the university.
- Provided leadership as chairperson for the college Quality Improvement initiative which provide training of QI philosophy and tools for all college staff, resulting in continuous improvement projects in all units of the college.
- Enhanced Volunteer Center increasing student community service hours from 1,354 in 1995 to 6,703 in 1999.
- Developed and implemented the College Prep Workshops, Honorable Mention Recipient of the ACPA Outstanding Adult Learners Program.
- Guest Lecturer at University of Louisville on the topic of financing in Student Affairs and Activities, and at the Southern Baptist Seminary presenting on religion and worship in public institutions of higher education (1998 - 2000).
- Directed the development of a comprehensive student leadership program, which included an Emerging Leadership Program, Student Success Series and Metroversity Leadership Institute.
- Responsible for the restructuring of the Student Activity Fee Fund.
- Member of the expansion and renovation of University Center and related facilities and planning team.
- Served on various campus committees including Enrollment Management, Religious Advisory Board (chair), Quality Improvement and Staff Development (chair), Vice Chancellor for Administrative Affairs Review (chair), and numerous search and screen committees.
- Developed strategies and collaborated with external affairs staff to obtain endowments for the Children's Center and Leadership Development Programs.

Assistant Director of Student Activities College of DuPage, Glen Ellyn, IL (September 1988 - September 1994)

Responsible for providing vision and creation of student activity programs for the development of students, including the selecting, training and supervision two professional and 17 student staff members of the Student Activities Center.

Responsible for management of the Student Activity Fee fund as well as negotiating all contractual agreements for

department functions and campus activities. Developed curriculum for and presented instruction for student leadership workshops and experiences. While Interim Director supervised and managed all departmental staff.

Prepared and managed budgets in excess of \$250,000 for Student Activities Office, commencement, capital expenses, Student Program Board, box office and game room. Some demonstrated experiences and successes include:

- Instrumental in the development of program statement, schematic and design for 31,000 sq ft Student Center.
- Developed, reviewed and revised departmental and college policies and procedures.
- Responsible for College Lecture Series contractual, financial, and marketing matters.
- Responsible for planning and implementation of annual College Commencement ceremony.
- Assisted in the coordination of college long-term goals and planning process.
- Selected by peers to serve as chair of the professional staff collective bargaining team negotiating a 3 year agreement with the college. (College of DuPage 1990-92).

Director of Student Activities *Richard J. Daley College, Chicago, IL (September 1985 - November 1987)*

Managed the daily operation and supervision of the Student Activities Office; including all student life functions, career placement and summer youth programs that facilitated and supported student development. The position was responsible for development and maintenance of all Student Activities budgets and served as the weekend administrator of the college responsible for operation of the institution. Duties also included serving as the judicial and disciplinary officer in the absence of the Dean of Students.

- Created a 3,000 square foot Student Center for the purpose of housing student activities programs.
- Developed career and employment operation providing students with resources and placement services.
- Secured grants for funding in excess of \$150,000 for NCAA National Youth Sports Program, providing a structured summer program for low income youth with educational programs, health & fitness activities, and nutritional meals in a safe environment.

EDUCATION

Ed.D. Educational Leadership	Edgewood College, Madison, WI	May 2009
Dissertation: <i>The Impact of Late Registration on Academic Success and Persistence of Students at a Community and Technical College.</i> (2010 National Council for Student Development Dissertation of the Year)		
M. A. Education Administration	Northeastern Illinois University, Chicago, IL	December 1991
B.A. Political Science	Eastern Illinois University, Charleston, IL	May 1984
A.A. General Studies	College of DuPage, Glen Ellyn, IL	June 1982

Additional Management/Leadership Training

Interest Based Problem Solving Facilitator Training (Madison College)	Fall 2014
Instructional Certification (Wisconsin Technical College System)	August 2011
Executive Leadership Institute (League of Innovation)	December 2010
Leadership Academy (National Council for Student Development)	October 2005
Leadership Greater Madison (Greater Madison Chamber of Commerce)	Class of 2003
Baldrige Criteria/Quality Improvement Training	October 1999
American Society for Quality - Quality Improvement Course (University of Wisconsin)	August 1999
Management Training Series (Indiana University)	Class of 1998
Professional Leadership Development (Association of College Unions – International)	Class of 1995
Administrative Intern Program (College of DuPage)	1990 - 1992

GENERAL EMPLOYMENT HISTORY

Executive Vice President/CSSO	Madison College, Madison WI	July 2016 - present
Sr Vice President, Student Development	Madison College, Madison WI	January 2014 – June 2016
Vice President, Student Development	Madison College, Madison WI	January 2010 – December 2013
Executive Dean, Learner Development	Madison College, Madison WI	March 2006 – January 2010
Student Life Administrator	Madison College, Madison WI	August 2000 – March 2006
Director of Campus Life	Indiana University Southeast, New Albany, IN	September 1994 – August 2000

Coordinator of Student Activities	College of DuPage, Glen Ellyn, IL	September 1988 - September 1994
Interim Director of Student Activities	College of DuPage, Glen Ellyn, IL	September 1990 - January 1991
Purchasing Agent	Alltech Associates, Inc., Deerfield, IL	November 1987 - September 1988
Director of Student Activities	Richard J. Daley College, Chicago, IL	September 1985 - November 1987
Marketing Representative	Alexander & Alexander, Chicago, IL	September 1984 - September 1985

AWARDS

Marty Stein Friend of National Service	Wisconsin Governors Service Award	2011
Dissertation of the Year	National Council on Student Development	2010
Phi Theta Kappa – Honorary Membership	Madison College	2002
Phi Eta Sigma National Honors Society Award	Indiana University Southeast	1998
Outstanding Administrator Award	Indiana University Southeast	1997
Outstanding Service to Students Award	Indiana University Southeast	1997
Janet Carl Smith Excellence Award	National Assoc. for Campus Activities - Illiana Region	1997
Outstanding Service Award–Professional Staff	College of DuPage	1991

SELECTED PROFESSIONAL SERVICE

WTCS Student Services Administrators <i>President – 2011 – 2013, Vice President – 2010 - 2011</i>	Wisconsin Technical College System	2006 – present
Educational Leadership Dissertation Advisor	Edgewood College	2009 – present
Board of Directors	National Council on Student Development	2010 – 2013
Vital Focus Facilitator	Academic Quality Improvement Project, HLC/NCA	2004 – 2007
WTCS Rep., State Steering Committee	Wisconsin Campus Compact	2001 - 2005
President, Student Activities Committee	Metroversity of Greater Louisville	1998 - 1999
Coordinator, Associate Member Relations	National Assoc. for Campus Activities - Illiana Region	1998 - 2000
President	Illinois Community College Student Activities Assoc.	1993 - 1994
Chair, Classified Personnel Negotiation	College of DuPage	1993
Education Curriculum Advisory Board	Northeastern Illinois University	1992

SELECTED COMMUNITY LEADERSHIP

Education Committee	Boys & Girls Club of Greater Madison	2016 - present
Anchor Team Member	Madison Pathways for Prosperity Project	2014 - present
Board of Directors	Urban League of Greater Madison	2011 – present
Space Planning Committee	Sun Prairie Area School District	2015 – 2016
AVID/TOPS Steering Committee	Boys & Girls Club of Greater Madison	2013 - 2016
Board of Directors	Madison Preparatory Academy	2011 - 2012
Board of Directors	Madison Business & Education Partnerships	2009 - 2011
Citizen Rep., Finance Committee	Sun Prairie Area School District	2003 - 2005
Leadership Greater Madison	Greater Madison Chamber of Commerce	2003 - 2004
Strategic Planning Committee	New Albany Floyd County School Corporation	1999 - 2000
School Corporation Parent Advisory Board	New Albany Floyd County School Corporation	1998 - 2000
Planning Committee, Relay for Life	Floyd County American Cancer Society	1998 - 1999
Co-chair, United Way Campaign	Indiana University Southeast	1995, 1996
Fine Arts Capital Campaign Committee	College of DuPage	1982 - 1988
Alumni Association Board of Directors	College of DuPage	1982 - 1987