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## **Professional Experience**

**Vice President for Development &  
Executive Director, FMU Education Foundation**

**June 2013 - Present  
Francis Marion University  
Florence, SC**

Responsible for leadership and direction of the Office of Development and the FMU Education Foundation for a comprehensive, state assisted university of approximately 4,200 students. Primary responsibilities include: coordinating all institutional fundraising efforts, including capital gifts, endowed gifts and annual gifts from a variety of constituents; identifying and developing relationships with potential donors; managing an endowment and total assets in excess of \$27 million; providing oversight for the office of Alumni Affairs and Annual Giving; managing a multi-million dollar annual budget with multiple fund sources; supervising university outreach programs including the Non-profit Leadership Institute, the Local Government Leadership Institute, and the Kelly Center for Enterprise and Innovation; and coordinating community relations with external constituents and groups including civic organizations, educational associations, governmental entities and elected officials.

Additional responsibilities include coordinating special University projects and events; developing and managing all related budgets; selecting, training, supervising, and evaluating all related staff. Responsible for providing supervision, direction, and guidance for the FMU Performing Arts Center, a \$35 million, multi-faceted performance and academic facility located in downtown Florence. As a senior administrator, serve as a member of the president's senior staff in which responsibilities includes policy development, strategic planning, budget management, collaborative projects and crisis response.

**Vice President for Public & Community Affairs**

**July 2009 – May 2013  
Francis Marion University**

Responsible for leadership of the Division of Public & Community Affairs for a comprehensive, state assisted university of approximately 4,100 students. Responsibilities included establishing and increasing the awareness of Francis Marion University, including its programs, achievements, policies, goals, and opportunities, with various constituencies, both on-and-off-campus. Related responsibilities included: coordinated media relations; plans, developed and directed strategies and programs to promote external relations; maintained governmental relations program; planned and coordinated special events; developed and implemented promotion and advertising for the university, including print and broadcast; supervises printing services and mail center; coordinated the production of University publications; supervised the local governmental access channel in cooperation with the City of Florence; provided assistance with university fundraising; coordinated special University projects and events; developed and managed all related budgets; selected, trained, supervised, and evaluated all related staff. Other duties included the supervision, direction, and guidance for the FMU Performing Arts Center, a \$35 million, multi-faceted performance and

academic facility located in downtown Florence. Additional responsibilities included policy development, budget management, strategic planning, crisis response, personnel management, community relations and program implementation for the entire division while serving as a member of the president's senior staff.

Coordinated several community outreach initiatives, including university activities related to the I-95 corridor project as described in *Creating Greater Opportunity in South Carolina's I-95 Corridor: A Human Needs Assessment* and the *Advancing Rural Community Health* program.

**Vice President for Student Affairs**

**July 2006 – July 2009**  
**Francis Marion University**

Responsible for leadership of the Division of Student Affairs for a comprehensive, state assisted university of approximately 4,100 students. Responsibilities included supervision of multiple departments, including Dean of Students, Office of Counseling & Testing, Office of Career Development, and University Center. Indirect supervision included Student Life, Residence Life, Campus Recreation, Multicultural & International Student Affairs, Student Health Services and related areas. Additional responsibilities included policy development, budget management, strategic planning, crisis response, personnel management, community relations and program implementation for the entire division while serving as a member of the president's senior staff.

**Dean of Students/**

**August 1999 – June 2006**  
**Francis Marion University**

**Assistant Vice President for Student Development**

With the Vice-President for Student Affairs, was responsible for leadership of the Division of Student Development for a comprehensive, state assisted university of approximately 4,100 students. Responsibilities included direct supervision of the Office of Student Life, the Office of Campus Recreation Services, the University Center, the Residence Life program, the Office of International Student Affairs, the University Cheerleading Program, and the Student Newspaper. Areas of shared supervision included the Office of Career Development, the Office of Counseling & Testing, Student Health Services, and the Office of Multicultural Student Services.

Additional and related responsibilities included: selecting, training, supervising, and evaluating professional staff members in all areas; advising the Student Government Association; coordinating all aspects of the Student Judicial System; administering all aspects of the budgetary process, involving funds from multiple sources; developing various publications, including the FMU Student Handbook; coordinating crisis response for Division of Student Affairs; evaluating Student Affairs and Housing facilities, and coordinating the planning, funding, and implementation of refurbishing/renovations as needed; serving on various University Committees; coordinating Institutional Effectiveness Plans for Division; and serving as President's Liaison to the Student Affairs Committee of the Board of Trustees.

**Director of Student Life**

**June 1998 - August 1999**  
**Francis Marion University**

Provide leadership and supervision for areas in student affairs including student activities, the student judicial system, and residence life. Responsibilities included: selecting, training, supervising and evaluating professional staff in residence life and student activities; advising the Student Government Association; advising the University Programming Board; coordinating all

aspects of the Student Judicial System; administering all aspects of the budgetary process, involving funds from multiple sources, while adhering to state and university guidelines; coordinating special events, including Welcome Week and Homecoming Activities; and developing and implementing the annual Student Leadership Retreat; developing various publications, including the FMU Student Handbook.

**Director of Residence Life**

**September 1997 - June 1998**

**Francis Marion University**

Created and implemented a developmentally based Residence Life component for the FMU Student Housing System. Responsibilities and accomplishments included: developing a departmental mission statement based upon student learning and involvement; selecting, training, supervising, and evaluating professional and paraprofessional staff members; implementing a developmentally based plan to increase student involvement and satisfaction; investigating and adjudicating policy violations; reviewing, revising, and developing policies and procedures for the Residence Life program; revising the professional and paraprofessional position descriptions and responsibilities; initiating the development of the Residential Student Association; and coordinating all Residence Life activities with the administrative functions of the Housing Office.

**Area Coordinator**

**Office of Residence Life**

**August 1995 – August 1997**

**Western Kentucky University**

**Bowling Green, KY**

Responsible for residence life activities in multiple residence halls with 1200-1700 students. Responsibilities included: serving as member of departmental leadership team; selecting, training, supervising, and evaluating three – six professional residence hall directors and 80 paraprofessional student staff members; implementing programs designed to increase student retention and satisfaction rates; interpreting and enforcing university policies; serving on Departmental and University Committees as assigned; assisting in the creation, development, and implementation of the M.A.S.T.E.R. Plan (Making Academic and Social Transitions Educationally Rewarding), a skill building orientation program designed to assist new students in their transition to the collegiate environment; and planning, coordinating, and implementing the WKU Community Living program.

**Complex Director**

**Residence Hall Director**

**Assistant Residence Hall Director**

**September 1993-August 1995**

**January 1992-September 1993**

**September-December 1991**

**Western Kentucky University**

Responsible for the overall operation (assistance of operation as Assistant Hall Director) of residence halls ranging from 300-400 beds. Responsibilities included: selecting, training, supervising, and evaluating 12-15 student staff members; coordinating programming efforts for building residents; advising residence hall government; adjudicating university policy violations as appropriate; coordinating administrative and maintenance functions for residence hall; serving on departmental and university committees as appointed.

**Education**

**Bachelor of Arts**

*Major – Government*

*Minor – Criminology*

**Master of Arts in Education**

*Major – Student Personnel Services*

*Western Kentucky University 1994*

*Western Kentucky University 1991*

## **Committee Involvement and Task Assignments**

*Francis Marion University*

- ◆ Project Director – Political Debates (Gubernatorial & Congressional)
- ◆ Project Director – I-95 Corridor Initiative
- ◆ Project Director – *Advancing Rural Community Health* program
- ◆ Search Committees – Vice President for Business Affairs, Dean of Students (Chair), Director of Counseling & Testing (Chair), Director of Marketing & Public Relations (Chair), Coordinator of Multicultural Student Services (Chair), Coordinator for Student Life (Chair), Coordinator for Residence Life (Chair), Coordinator of Campus Recreation/University Center (Chair), Director of Admissions, Head Baseball Coach, Head Volleyball Coach.
- ◆ Public Safety and Traffic Oversight Committee - Chair
- ◆ New Student Orientation Committee
- ◆ Alcohol and Other Drug Prevention Committee
- ◆ Dining Services Advisory Committee
- ◆ Accident Review Committee
- ◆ Crisis Management Team
- ◆ Special Committee for Applicant Records Review

*Western Kentucky University*

- ◆ Professional Staff Search Committees
- ◆ M.A.S.T.E.R. Plan Committees – Steering, Public Relations, Logistics, Program & Content
- ◆ Professional Staff Training Committee
- ◆ Resident Assistant Training Committee (Chair)
- ◆ Resident Assistant Handbook Committee (Chair)
- ◆ ADA Compliance Committee
- ◆ Alcohol Awareness Committee
- ◆ Diversity Awareness Committee

## **Professional Development**

Institute of Education Management, *Graduate School of Education, Harvard University, 2015*

Crisis Leadership in Higher Education, *John F. Kennedy School of Government, Harvard University, 2011*

Europe as a Global Player, *Ministry of Education, Science, Youth & Culture, Rhineland-Palatinate, Germany, 2007*

South Carolina Executive Institute, *State Budget & Control Board, South Carolina, 2005*

SACSA Mid-Managers Institute, *Southern Association of College Student Affairs, Texas A&M University, 1997*

## **Professional Affiliations & Service**

Pee Dee Education Center

-Board of Directors, 2008-present

Council for Advancement and Support of Education (CASE), 2013 - present

Florence Downtown Development Corporation

-Board of Directors, 2008-2012

National Association of Student Personnel Administrators (NASPA), 1997-2009

American College Personnel Association (ACPA), 1998-2006

Southern Association of College Student Affairs (SACSA), 1991-2008

-Mid-Managers Institute Participant (1997)

-Conference presenter

Association for Student Judicial Affairs (ASJA), 1992-2009

-Director at Large, Circuits 4 & 11, 2002-2004

-International Conference Chair, 2001

-Finance Committee

-Conference presenter

-Research Committee

-Model Policy Committee

-Conference Committee

South Carolina College Personnel Association (SCCPA). 1997-2008

-Member, Board of Directors, 1999-2000

-Conference Presenter

Association of Fraternity Advisors (AFA), 2000-2007

## **Professional Presentations**

*Judicial, Legal, and Ethical Issues for Housing & Student Affairs Staff*  
College of Charleston, August 2004

*Student Judicial Issues – Back to the Basics*  
SCCPA 2003 Spring Conference

*Parental Notification: Issues for Consideration*  
ASJA 2000 Conference

*Higher Education Amendments of 1998: An Impact on Student Affairs*  
SCCPA 1999 Spring Conference

*Current Issues in Judicial Affairs*  
SCCPA 1999 Fall Conference

*Due Process: A Primer for Judicial Boards*  
ASJA Region 4 1998 Conference

*Developing an Orientation Program for New Students*  
SACSA 1996 Conference

### **Professional Staff Development/Training Sessions**

Supervision Skills for Residence Life Staff	Disciplinary Skills and Procedures
Educational Sanctioning	Student Development Theory
Ethical Decision Making	Legal Issues in Student Affairs

### **Campus Life Presentations and Programs**

Assertiveness Training	Conflict Management	Diversity Awareness
Time Management	Academic Success	Acquaintance Rape
Gender Communication	Stress Management	Healthy Relationships
Values Clarification	Goal Setting	Motivational Techniques
Anger Management	Wellness	Adapting to Change
Ethical Decision Making	Academic Integrity	Responsible Alcohol Use
How to Survive in College	Campus Safety	Transformational Leadership
How Parents Survive College	Leadership Development	Advising Student Organizations

### **Community Involvement**

HopeHealth Community Health Center – member, board of directors, 2009-present  
Cornerstone Baptist Church – Elder, Journey Group Leader, Youth Ministry Leader  
Grove Park Homeowners Association, Board of Directors, 1999-2002  
Keep Florence Beautiful, Board of Directors, 2000 – 2002  
Rebuilding Together Volunteer