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CAREER SUMMARY

After serving Northwest Mississippi Community College and the State of Mississippi for over 22 years, an opportunity opened for me to reach a long term goal and make the challenging transfer to a four-year institution. Since June 2007, I have been the Associate Vice Chancellor for Finance with the University of Arkansas at Little Rock, an emerging research institution with \$25 million in current research/grant activity. During this time I mastered the operational differences between an actively growing, independent, two-year institution and that of a mid-size metropolitan university, which is part of a larger university system. My leadership has been effective for the University and is readily accepted across our many administrative departments, seven Colleges and our School of Law.

At Northwest and the University of Arkansas at Little Rock, I proved my ability to work effectively within the cultural and educational diversity found in public entities, to provide visionary leadership and continually seek ways to improve processes benefiting the institution and students.

EMPLOYMENT

THE UNIVERSITY OF ARKANSAS AT LITTLE ROCK, Little Rock, Arkansas, 2007 – Present
Associate Vice Chancellor for Finance

Responsible for the business operations of the University of Arkansas at Little Rock (UALR), including Payroll, Accounts Payable, General Accounting, Treasury, Purchasing, Bursar's Office and Mail Services and serve as the administrative link between these operations and all activity with Records and Registration, Admissions and Financial Aid, Research and Sponsored Programs and the Budget Office. I have varying levels of experience (inquiry) with the Banner modules for all of these areas and a thorough knowledge of the finance modules and the self service product.

An external accomplishment with which I am particularly pleased is my strategic improvement in the University's relationship with the Arkansas Division of Legislative Audit. A substantial amount of today's audit work is designed around two major factors: (1) the opinions on internal controls and processes and (2) management's ethical standards. My close work with our audit teams and, specifically my transparency in sharing data and even making recommendations on improved procedures for them to retrieve data have been instrumental in building a high level of trust and reliance by the legislative audit teams.

Highlights and Accomplishments

- Coordinate all financial reporting to the University of Arkansas System Office, the Arkansas Department of Higher Education and the Arkansas Legislative Research Center.
- Serve on the Chancellor's Leadership Group (Cabinet), Staff Senate, and many cross-functional committees, and have chaired and served on several institution-wide search committees.

- Due to my broad experience while at the community college, I assist the Vice Chancellor for Finance & Administration and Chief of Staff with analysis and/or decision making on many competing demands for financial and physical resources.
- elected by the Chancellor as the highest/final level for all student financial appeals. S
- Designed an RFP for Facilities and Administrative rate proposal services, coordinated the collection of data needed for the proposal which lead to the acceptance of a 2% increase from Health and Human Services for the following three years.
- Assisted the Vice Chancellor for Finance and Administration with the management of over \$105 million in capital construction projects in the past 4 years, including research facilities, student residence, administrative centers, one-stop student center and recreational centers, and currently assisting with the development of a \$32 million energy conservation/generation project. Many of these projects became possible due to the confluence of multiple sources of funds including State, Federal, private and local. Four of these facilities received Leed Gold certification and one received Silver certification.
- Assisted with refunding two bonds totaling \$32,235,000 which generated approximately \$230,000 in annual savings. Due to the marginal interest rates, one of these bonds was split into taxable and non-taxable issues to eliminate future bond compliance issues.
- Co-managed the development and implementation of converting a paper driven personnel action process to an Electronic Personal Action Form (EPAF) process within Banner (Ellucian), our administrative software.
- ed the development and communication of an internally built registration confirmation process, which requires student to satisfy financial amounts not covered by Financial Aid prior to being able to confirm their registration. In the first phase of implementation, 99.6% of our students completed the conversion successfully due to many diversified means of communication specifically targeted to each major student groups. (senior citizens, veterans, law students, in-coming transfers, etc.). L
- Developed UALR's Red Flag program, of which I am the administrator, and an on-line training / assessment tool in Blackboard to document employees' knowledge of the program.
- Re-designed our administrative cash disbursement processes (wires and other direct bank transfers) and positive pay reporting processes to assure high levels of internal controls are maintained.

- Coordinated the development of mandatory annual P-Card training and am currently in process of having this training converted to an on-line training / assessment tool in Blackboard.
- Currently assisting in the procurement and future implementation of an automated ticket processing system, which will have tickets posted to identifiable students within 24 hours and to unidentifiable drivers (vehicle registered owners) in the same manner as municipalities.
- Re-designed outdated financial reports to better serve upper management.
- Co-chaired the development of the first desk top disaster recovery exercise for the University and serve as a fixed member of the standing committee.

Other focus has been directed toward analyzing and improving internal controls, enhancing communications between departments and with students, updating policies and procedures, and improving customer service.

NORTHWEST MISSISSIPPI COMMUNITY COLLEGE, Senatobia, Mississippi, 1984 – 2007

Summary: My employment with Northwest began in 1984 as an Accountant, reconciling bank statements, preparing quarterly reports, monitoring Federal Grants and loan programs and managing all Federal monies from the U.S. Department of Education. Later, I was promoted through many positions including the Director of Accounting, Business Manager, Vice President for Fiscal Affairs, and even served a short time in Industrial Development. My thirteen years at Northwest as the Vice President of Fiscal Affairs brought many good things to the college. When I assumed the CFO position at Northwest, the college had never received an “un-qualified” audit opinion; it had deficit fund balances in its E&G fund for the prior two years and was positioned to have an even greater deficit for the current year. After I led a major revision in budgeting / spending practices, which included an across-the-board, mid-year salary reduction for all employees and many other significant changes in the business operations, the college closed the current year with a positive fund balance, was considered financially stable by the end of FY92, received its first “un-qualified” audit report in FY93, and completed annual audits for 1994 through 2002 without a single audit finding. As the VP for Fiscal Affairs, my areas of supervision included the following: Budgeting, MIS (administrative computing, communications, and networking), Public Relations, Human Resources, Business Operations, Financial Aid, Bookstores, Food Services, Post Office, Physical Plant, as well as the Development Office. I developed changes that brought our Foundation from a stagnant operation to one that is still seen as a leader among Mississippi community colleges. I handled the acquisition of several pieces of strategic property along with the development of these sites, and I directed the incorporation of technological processes into many avenues (budgeting, purchasing, registration, work orders, subsidiary accounts, human resources, bookstore purchases and sales, etc.) of the College’s operations. I served on various committees at the State Board level and as an officer for the Community College Business Manager’s Association for several years. I openly embraced change and was extremely effective in leading and managing it throughout the College.

EDUCATION

UNIVERSITY OF ARKANSAS at LITTLE ROCK, Little Rock, AR (3 hours in graduate Auditing)

University of Mississippi, Oxford, Mississippi (6 graduate hours in Higher Education Leadership)

DELTA STATE UNIVERSITY, Cleveland, Mississippi 1982 – 1983, M.B.A. (Management)

DELTA STATE UNIVERSITY, Cleveland, Mississippi 1976 – 1981, B.B.A. (Accounting)

MISSISSIPPI DELTA COMMUNITY COLLEGE, Moorehead, Mississippi 1974 - 1975

OTHER INFORMATION

- Have been an active member of NACUBO and SACUBO for over 26 years.
- Currently serve on the Board of Directors of the Arkansas Association of College and University Business Officers (AACUBO).
- Currently serve on the Board of Directors of the University District Development Corporation.
- Served the Southern Association of Colleges and Schools, Commission of Colleges as a reaffirmation team member for 11 years. S
- Served for 8 years as the Regional Representative on the Board of Directors of Community Colleges Business Officials (CCBO), representing the states of Mississippi, Alabama, Arkansas and Louisiana, and was selected as the “Most Outstanding Business Official” from this region in 1998. S
- Was an active member of the DeSoto County Economic Development Council for over 15 years and served on the Educational Affairs and the Legislative Affairs Committee.
- Served on the DeSoto Arts Council’s Board of Directors for 10 years, actively assisted in its incorporation and development, and served as its President for three years. S
- My wife, Ladye Ann, and I have been married 27 years. We have two children, a 25 year old special needs son who lives at home and a 23 year old daughter who is graduating in May from The University of Mississippi.