



CS 3.2.8 | Officers

The institution has qualified administrative and academic officers with the experience and competence to lead the institution.

Compliance Finding: IN COMPLIANCE

Narrative:

The University of South Carolina Beaufort's (USCB's) administrative and academic officers have the academic credentials, experience, and competence to lead the institution. USCB is one university with two campuses (the Historic Beaufort campus and the Hilton Head Gateway campus), and the Chancellor and her administrative and academic officers provide oversight for both locations. All USCB, senior personnel are hired as a result of national searches and/or promoted, based on prior experience. On-going annual evaluation is required in accordance with USCB policy governing non-classified positions.

Institutional Leadership

The academic and administrative officers are required to possess the credentials, experience, and competence appropriate for their areas of responsibility, and curricula vitae and transcripts are on file demonstrating compliance.

As demonstrated in [USCB's Organizational Chart](#), the University's senior administration is comprised of five Vice Chancellors, the Athletics Director, the Chief Information Officer, and an Associate Chancellor, all of whom report directly to the Chancellor. Chancellor, [REDACTED] [REDACTED] Interim Executive Vice Chancellor for Academic Affairs, [REDACTED] Vice Chancellor for Finance and Operations, [REDACTED]; Vice Chancellor for Advancement, [REDACTED]; Vice Chancellor for Student Development, [REDACTED] [REDACTED] Vice Chancellor for Enrollment Management, [REDACTED] Athletics Director [REDACTED] and Chief Information Officer [REDACTED] [REDACTED] The Chancellor also serves as the Associate Chancellor for Community Outreach.

Qualifications of Senior Administration

Interim Executive Vice Chancellor for Academic Affairs [REDACTED] has a Ph.D. in Philosophy from Southern Illinois University. He has 40 years' experience in higher education. [REDACTED]

has taught at USCB since 1974, and during that time has advanced to the rank of Professor and served in several administrative capacities, including Program Director, General Education Director, and Department Chair. In 2013 he was appointed as Interim Executive Vice Chancellor for Academic Affairs.

Vice Chancellor for Finance and Operations [REDACTED] received a Masters of Accountancy degree from the University of South Carolina (USC) and successfully completed the examination for Certified Public Accountant. He has over 25 years of service with the USC system. He has served as Assistant Director of Contracts and Grant Accounting, Assistant Budget Director, Associate Vice President for Business and Finance and Director of Budgets, Director of Finance, and Interim Vice President for Business and Finance within the USC system. In addition, he has taught accounting at the USC Columbia. His employment outside of the USC system includes 12 years' service in the University of Georgia system as the Assistant to the Vice President for Finance and as the Vice President for Business and Finance. He has also served as the Vice President for Finance and Operations and Treasurer to the Board in the Florida system at Beacon College. He has earned certificates from Harvard University in Management Development and the National Association of College and University Business Officers Executive Management Institute.

Vice Chancellor for Advancement [REDACTED] received a Ph.D. in Business with a concentration in Marketing from Indiana University. [REDACTED] experience includes work in the private sector as well as in higher education. She has successfully operated an independent marketing consulting business for 16 years, served as the Director for Enrollment Management at Indiana University/Purdue for five years, and has five years' experience in marketing in the private sector.

Vice Chancellor for Student Development [REDACTED] received an Ed.D. in Higher Education from Indiana University. [REDACTED] has been with USCB for six years, and has 36 years' experience in student services and student life in higher education, including guidance and academic advisement, student housing, and orientation. He has served for 20 years at the Dean or Vice President/Vice Chancellor level.

Vice Chancellor for Enrollment Management [REDACTED] has an M.A. in Student Personnel Services from Northwestern State University. [REDACTED] has 24 years of experience in higher education working in student personnel services, including advising, counseling, housing, admission, and recruiting, and worked for the last 10 years administering enrollment management in the university system in Georgia.

Athletics Director [REDACTED] has an M.A. in Counseling from Ahsbury Theological Seminary. [REDACTED] has 17 years' experience in coaching with 13 years in higher education, and 11 years' experience as athletic director. [REDACTED] has coached men's and women's swimming, soccer, softball, tennis, volleyball, student recreation and intramurals, and has coordinated academic advising.

Chief Information Officer [REDACTED] has a B.S.E.E. in Electrical and Computer Engineering from USC. [REDACTED] is a Certified NetWare Engineer, FEMA NIMS Training IS-100,

IS-200, ICS-300, ICS-400, IS-700, IS-800, advanced training tutorials at NetWorld+InterOp – 1987 to 1999, and has 26 years’ experience in higher education information technology.

Qualifications of Administrative and Academic Officers

The Office of Academic Affairs is responsible for maintaining faculty files to include credentials and transcripts for all full-time and part-time faculty members. USCB’s Human Resources Office maintains employee personnel records that contain all administrative staff position descriptions and resumes/applications. The official employee files are maintained in the USC Columbia Human Resources Office.

The curriculum vitae and job descriptions of the Chancellor, Interim Executive Vice Chancellor, Vice Chancellors, Department Chairs and Directors demonstrate that all individuals in leadership positions are qualified through education and experience to carry out their specific roles and responsibilities. Table 1 provides information about the responsibilities, educational qualifications, and professional experiences of these key administrative and academic officers.

Table 1: Administrative and Academic Officers, Job Responsibilities, and Qualifications

| USCB Administrative and Academic Officers | | | | |
|--|--|-------------------------|--|--|
| Name | Title | Responsibilities | Educational Qualifications | Professional Experience |
| [REDACTED] | Chancellor | Chief Executive Officer | <p>Ph.D. Mathematics Education, University of South Carolina, 1993</p> <p>M.S. Mathematics, Auburn University, 1971</p> <p>B.S. Mathematics, Auburn University, 1969</p> | 35 years’ experience in secondary and higher education including teaching, development, and marketing. The last 15 years have been as Campus Dean/Chancellor. |
| [REDACTED] | Interim Executive Vice Chancellor for Academic Affairs | Chief Academic Officer | <p>Ph.D. Philosophy, Southern Illinois, 1974</p> <p>M.A. Philosophy, University of Denver, 1969</p> <p>B.A. Philosophy, Indiana University, 1966</p> | 40 years’ experience in higher education including teaching, Liberal Studies Program Director and Coordinator, general education director, department chair, and Interim Executive Vice Chancellor |

| Name | Title | Responsibilities | Educational Qualifications | Professional Experience |
|------------|--|---|---|--|
| [REDACTED] | Vice Chancellor for Finance and Operations | Senior fiscal and operations officer, responsible for budget planning and implementation, and management of business operations to include auxiliary, budget, financial operations, human resources, public safety, capital planning and facilities. | <p>M.A. in Accounting, University of South Carolina, 1977</p> <p>B.S. Business Administration, University of South Carolina, 1974</p> <p>Harvard University, Management Development Program, 1992</p> <p>Executive Management Institute, National Association of College and University Business Officers, 1994</p> <p>Successfully completed CPA examination, 1977</p> | 40 years' experience in higher education with 25 years' experience in the USC system, serving as Director of Finance, Assistant Director of Contracts and Grant Accounting, Assistant Budget Director, Associate Vice President for Business and Finance, Director of Budgets, Director of Finance, Interim Vice President for Business and Finance. 15 additional years' service in the University of Georgia system as the Assistant to the Vice Chancellor for Finance and as Vice Chancellor for Finance and Operations. |
| [REDACTED] | Vice Chancellor for Advancement | Responsible for development and execution of the advancement program for USCB, leading the marketing, aesthetic design and integrated communications functions, and growing the philanthropic resources base of the university. | <p>Ph.D. in Business with concentration in Marketing, Indiana University, 1990</p> <p>MBA, University of North Carolina, 1982</p> <p>B.A. English and Mathematics, Agnes Scott College, 1977</p> | 22 years' experience in private sector in areas of marketing. 15 years' experience in higher education including marketing and development and as Vice Chancellor for Advancement. |
| [REDACTED] | Vice Chancellor for Student Development | Responsible for providing vision, leadership and guidance to comprehensive student services and student life programs that complement and support the academic mission. Responsible for fostering a diverse campus culture that embraces and supports students inside and outside of the classroom. | <p>Ed.D. Higher Education Administration, Indiana University, 1990</p> <p>M.S. Counseling and Guidance, Emporia State University, 1978</p> <p>B.S.E. Psychology, Emporia State University, 1976</p> | 36 years' experience in higher education including guidance, housing, student life, Vice President of Student Affairs and Vice President for Student Development |

| Name | Title | Responsibilities | Educational Qualifications | Professional Experience |
|-------------------|--|---|--|---|
| <p>[REDACTED]</p> | <p>Vice Chancellor for Enrollment Management</p> | <p>Responsible for enrollment planning, admissions, financial aid, student retention, registrar, financial aid, records and registration, and military programs.</p> | <p>M.A. Education-Student Personnel Services, Northwestern State University, 1983</p> <p>B.S. Psychology, North Georgia College, 1980</p> <p>Strategic Enrollment Management Institute, AACRAO, 2005, 2006</p> <p>Summer Institute College Admissions, Harvard University, 2003</p> | <p>24 years' experience in higher education including Associate Director for Admissions and Recruiting, Vice Chancellor for Enrollment Management, Associate Vice President for Enrollment Management, and Dean of Enrollment Services.</p> |
| <p>[REDACTED]</p> | <p>Athletic Director</p> | <p>Responsible for directing and overseeing the programming, planning, and budgeting of intercollegiate athletics, a club sports program, intramurals, recreation and fitness center and activities, for fund raising in support of athletic activities and facilities.</p> | <p>M.A. Counseling, Ashbury Theological Seminary, 1994</p> <p>B.S. Behavioral Science, Oklahoma Wesleyan University, 1990</p> | <p>13 years' experience in higher education with 6 years as Athletic Director and 5 years as Associate Athletic Director.</p> |
| <p>[REDACTED]</p> | <p>Chief Information Officer</p> | <p>Responsible for institutional leadership and management of information technology resources and services including a full complement of technology and services to support students, faculty and staff.</p> | <p>B.S.E.E. Electrical and Computer Engineering, University of South Carolina, 1986</p> <p>M.S. Electrical Engineering, University of South Carolina (pursuing)</p> <p>Certified NetWare Engineer – 06/91</p> <p>FEMA NIMS Training IS-100, IS-200, ICS-300, ICS-400, IS-700, IS-800</p> <p>Advanced training tutorials at NetWorld+InterOp – 1987 to 1999</p> | <p>30 years' experience with 26 years in higher education including computing and network administration and Chief Information Officer.</p> |

| Name | Title | Responsibilities | Educational Qualifications | Professional Experience |
|------------|--|--|--|---|
| [REDACTED] | The Chancellor also serves as the Associate Chancellor for Community Outreach | Administers and manages the non-credit programs and community outreach initiatives, including the Osher Lifelong Learning Institute (OLLI), the Sea Pines Partnership (Medical and Continuing Professional Education), and continuing education programs. | <p>Ph.D. Mathematics Education, University of South Carolina, 1993</p> <p>M.S. Mathematics, Auburn University, 1971</p> <p>B.S. Mathematics, Auburn University, 1969</p> | 35 years' experience in secondary and higher education including teaching, development, and marketing. The last 15 years have been as Campus Dean/Chancellor. |
| [REDACTED] | Associate Vice Chancellor for Academic Affairs and Institutional Effectiveness | Responsible for the management of selected functions of the Office of Academic Affairs, including new academic degree program development and existing program modification processes. Manages/oversees all daily functions of e-learning activities, and directs Institutional Effectiveness. | <p>Ph.D. in Developmental and Educational Psychology, Boston College, 1994</p> <p>M.Ed. Reading and Language, University of Lowell, 1979</p> <p>B.S. Education, Fitchburg State College, 1976</p> | 21 years' experience in higher education including Dean of Evening Program, Coordinator of Graduate Business and Continuing Education, Director of MAT, Director of Extended Graduate Campus, and Associate Vice Chancellor for Academic Affairs and Institutional Effectiveness. |
| [REDACTED] | Assistant Vice Chancellor for Development & Alumni Affairs | Provides vision, leadership, and management for all advancement functions including development, alumni relations and advancement services. Provides direct supervision to the staff in Development, Alumni Relations, and Advancement Services. | <p>MHRD, Clemson University, 1999</p> <p>B.S. Agricultural Education, Clemson University, 1996</p> <p>Ph.D. Educational Leadership – Higher Education Administration, Clemson University, (pursuing)</p> | 15 years' experience in higher education including Director of Business Development and Marketing and Communications, Associate Director for Development, and Assistant Vice Chancellor for Development and Alumni Affairs. |

| Name | Title | Responsibilities | Educational Qualifications | Professional Experience |
|------------|--|--|--|---|
| [REDACTED] | Acting Department Chair, Department of Business Administration | Responsible for the implementation of university policies as they apply to the affairs of the department, recruiting and evaluating faculty, encouraging faculty development, reviewing curricula, arranging departmental meetings, administering the summer program for the department, conducting assessment, and planning for the future of the department. | Ph.D. Marketing, University of Maryland, 1993 M.B.A., Oklahoma State University, 1985 B.A. Sociology, University of Notre Dame, 1978 | 23 years' experience in higher education as Teaching Assistant, Assistant Professor, Associate Professor, Professor, and Acting Department Chair. |
| [REDACTED] | Department Chair, Department of Hospitality Management | Responsible for the implementation of university policies as they apply to the affairs of the department, recruiting and evaluating faculty, encouraging faculty development, reviewing curricula, arranging departmental meetings, administering the summer program for the department, conducting assessment, and planning for the future of the department. | Ed.D Higher Education Administration, North Carolina State University, 1997 M.S. Hotel Administration, University of Nevada, 1987 B.S. Business Administration, University of Florida, 1986 | 25 years' experience in higher education including Instructor, Associate Professor, Professor, Program Director and Department Chair. |
| [REDACTED] | Department Chair, Department of Education | Responsible for the implementation of university policies as they apply to the affairs of the department, recruiting and evaluating faculty, encouraging faculty development, reviewing curricula, arranging departmental meetings, administering the summer program for the department, conducting assessment, and planning for the future of the department. | Ph.D. Early Childhood Education, University of South Carolina, 1999 Ed.S. Educational Specialist Administration and Supervision, Winthrop University, 1995 M.S. Family and Child Development, Winthrop College, 1986 B.S. Child Development, Winthrop College, 1984 | 27 years' experience in education with 12 years in K-12 teaching and 15 years in higher education as a Professor, Program Director, and Department Chair. |

| Name | Title | Responsibilities | Educational Qualifications | Professional Experience |
|------------|---|--|--|---|
| [REDACTED] | Department Chair, Department of Nursing | Responsible for the implementation of university policies as they apply to the affairs of the department, recruiting and evaluating faculty, encouraging faculty development, reviewing curricula, arranging departmental meetings, administering the summer program for the department, conducting assessment, and planning for the future of the department. | Ph.D. in Nursing, University of Florida, 1987 M.N. Pediatric Nursing, University of Florida, 1976 B.S. Nursing, Keuka College, 1973 | 38 years' experience in higher education as Assistant Professor, Associate Professor, Professor, Dean of College of Nursing, Vice President for Academic Affairs, and Department Chair. |
| [REDACTED] | Department Chair, Department of English and Theatre | Responsible for the implementation of university policies as they apply to the affairs of the department, recruiting and evaluating faculty, encouraging faculty development, reviewing curricula, arranging departmental meetings, administering the summer program for the department, conducting assessment, and planning for the future of the department. | Ph.D. Renaissance Literature, University of South Carolina, 2008 M.A. English and American Literature, University of South Carolina, 2003 M.B.A. Human Resources Management, Pamplin College of Business, Virginia Polytechnic Institute and State University, 1998 B.A. English, Virginia Polytechnic Institute and State University, 1996 | 13 years' experience in higher education as Graduate Assistant, Visiting Professor, Assistant Professor, and Department Chair. |
| [REDACTED] | Department Chair, Department of Mathematics and Computational Science | Responsible for the implementation of university policies as they apply to the affairs of the department, recruiting and evaluating faculty, encouraging faculty development, reviewing curricula, arranging departmental meetings, administering the summer program for the department, conducting assessment, and planning for the future of the department. | Ph.D. Mathematics, University of Tennessee, 1999 M.A. Mathematics, University of North Carolina at Greensboro, 1993 B.A. Mathematics, University of North Carolina at Greensboro, 1991 | 23 years' experience teaching in higher education as Graduate Assistant, Associate Professor, and Department Chair. |

| Name | Title | Responsibilities | Educational Qualifications | Professional Experience |
|--------------------------|--|---|--|---|
| <p>██████ ██████</p> | <p>Department Chair, Department of Social Science</p> | <p>Responsible for the implementation of university policies as they apply to the affairs of the department, recruiting and evaluating faculty, encouraging faculty development, reviewing curricula, arranging departmental meetings, administering the summer program for the department, conducting assessment, and planning for the future of the department.</p> | <p>Ph.D. Clinical Psychology, University of Southern Mississippi, 1987</p> <p>M.A. Psychology, University of Southern Mississippi, 1984</p> <p>B.A. Psychology, North Texas State University, 1981</p> | <p>32 years' experience in higher education as Graduate Assistant, Assistant Professor, Associate Professor, Professor, and Department Chair. Additionally, served as Chief of Psychology Services.</p> |
| <p>██████████</p> | <p>Department Chair, Department of Natural Science</p> | <p>Responsible for the implementation of university policies as they apply to the affairs of the department, recruiting and evaluating faculty, encouraging faculty development, reviewing curricula, arranging departmental meetings, administering the summer program for the department, conducting assessment, and planning for the future of the department.</p> | <p>Ph.D. Inorganic Chemistry, University of Illinois, 1971</p> <p>M.S. Inorganic Chemistry, University of Illinois, 1969</p> <p>B.S. Chemistry, Harvey Mudd College, 1966</p> | <p>39 years' experience in higher education as Instructor, Assistant Professor, Associate Professor, Professor, Division Chair and Department Chair.</p> |

| Name | Title | Responsibilities | Educational Qualifications | Professional Experience |
|-------------------|---|---|--|---|
| <p>[REDACTED]</p> | <p>Department Chair, Department of Humanities and Fine Arts</p> | <p>Responsible for the implementation of university policies as they apply to the affairs of the department, recruiting and evaluating faculty, encouraging faculty development, reviewing curricula, arranging departmental meetings, administering the summer program for the department, conducting assessment, and planning for the future of the department.</p> | <p>Ph.D. Romance Languages and Literature, University of Cincinnati, 1994</p> <p>M.A. Romance Languages and Literature, University of Cincinnati, 1989</p> <p><i>Magistère</i> French Literature, <i>Université de Paris-Sorbonne</i>, 1988</p> <p><i>Diploma de Profesor</i> Spanish Literature, <i>Instituto de Cooperación-Iberoamericana de Madrid</i>, 1987</p> <p>B.A. European Languages, University of the Philippines, 1986</p> | <p>26 years' experience in higher education as a Graduate Assistant, Instructor, Professor, and Department Chair.</p> |
| <p>[REDACTED]</p> | <p>Environmental Health Program Director</p> | <p>Responsible for conducting research, consulting various agencies, regulators and constituencies on environmental health-related matters by providing scientific support and consultation on environmental health-related matters to various constituencies.</p> | <p>Ph.D. Pharmacology and Toxicology, University of Georgia, 1995</p> <p>MPH Epidemiology and Public Health, Yale University School of Medicine, 1987</p> <p>B.S. Environmental Health Sciences, University of Georgia, 1985</p> <p>Post-doctoral Toxicology, Wright-Patterson Air Force Base; National Center for Toxicology Research, Food and Drug Administration, 1995-1997</p> | <p>27 years' experience in research including 15 years in private business and 12 years in higher education as Academic Program Director.</p> |

| Name | Title | Responsibilities | Educational Qualifications | Professional Experience |
|------------|--|--|--|--|
| [REDACTED] | Director of General Education Program & Associate of Arts/Associate of Science | Development and oversight of the program including evaluation and monitoring of faculty credentials, development, management and successful oversight of the annual program budget, and development and achievement of a mission and goals for the academic program. | <p>Ph.D. Biophysics and Theoretical Biology, University of Chicago, 1979</p> <p>A.B. Biochemistry, Princeton University, 1973</p> <p>Postdoctoral Research Fellow, Cell Biology, New York University Medical Center, 1979-1981</p> | 33 years' experience in higher education as Instructor, Assistant Professor, Associate Professor, Professor, Department Chair, and Director of General Education Program and Associate of Arts/Associate of Science, and served as NSF Program Director for 2 years. |
| [REDACTED] | Interim Director of Libraries | Overall administration and programmatic responsibility for all library operations including the development and management of collections and services, staff recruitment and supervision, budget planning, technology enhancement, and facilities planning. | <p>M.L.I.S. Library Science, University of South Carolina, 1995</p> <p>B.A. Elementary Education, University of South Carolina, 1982</p> | 21 years' experience as Instructor, Librarian, and Interim Director of Libraries in higher education. |
| [REDACTED] | Registrar | Responsible for registration, student records, grades, graduation, degree audit systems, academic calendar, curriculum development and recording, class and room scheduling, academic bulletin production, exam scheduling and/or proctoring, withdrawals, petitions, special types of registration, auditing of transfer and transient/concurrent credits, and the privacy and security of student records. | <p>Ph.D. Higher Education Administration, Student Personnel Services specialization, Colorado State University, 1994</p> <p>M.A. Spanish Literature, Colorado State University, 1976</p> <p>B.A. Modern Languages, Colorado State University, 1974</p> | 25 years' experience as Director of Admissions, Dean of Student Services and Registrar, and 12 years' experience with SunGuard Higher Education Malvern as an Enterprise Architect. |

| Name | Title | Responsibilities | Educational Qualifications | Professional Experience |
|------------|--|--|---|---|
| [REDACTED] | Grants Administrator | Responsible for researching, developing, writing, administrating, and monitoring grants, contracts, agreements and proposals applicable to the University | Ph.D. Virology, University of Chicago, 1985 B.S. Chemistry, University of Florida, 1978 Post-doctoral training, University of Chicago, 1985-1987 | 28 years' experience in higher education research and grant writing and grants management and administration. |
| [REDACTED] | Director of Institutional Effectiveness and Research | Responsible for leadership and oversight for institutional planning, research, and assessment, assisting in the planning and evaluation process of academic programs and administrative units, serving as assessment consultant, develops and administers surveys, maintenance of databases of assessment results. Provides analysis of assessment data and prepares reports for internal departments and external agencies. | B.S. Experimental Psychology, University of South Carolina Upstate, 2009 MBA, University of South Carolina, (pursuing) | 12 years' experience in higher education with 7 years as Director of Institutional Effectiveness. Other higher education experience is in administrative services and student affairs. Experience outside higher education includes research and development and finance and human resource management. |
| [REDACTED] | Director Communications & Marketing | Responsible for integrated marketing strategies, media relations, internal communication and online and print publications. | M.F.A. Film, Columbia University, 2000 B.A. Media Arts, University of South Carolina, 1996 PhD course work (ABD), New York University, 2005 PhD Higher education Administration and Leadership , University of South Carolina (pursuing) | 16 years' experience in media relations including film, production, screen writing, teaching, and directing Communications and Marketing. |

| Name | Title | Responsibilities | Educational Qualifications | Professional Experience |
|----------------------------------|---|---|--|--|
| <p>██████████ ██████████</p> | <p>Director of Facilities and Maintenance</p> | <p>Responsible for coordinating Campus Master architectural planning, construction, physical plant development and maintenance (building, grounds, and custodial), as well as facilities, energy, property, and risk management</p> | <p>B.S. Computer Science, Francis Marion University, 1992</p> <p>SBCCI/IBC Certifications: 1) Building Inspector, 2) Building Plans Examiner, 3) Mechanical Inspector, and 4) Mechanical Plans Examiner</p> | <p>28 years' experience in area of facility maintenance, construction and management in higher education. IBC Building Inspector, IBC Building Plan Examiner, IBC Mechanical Inspector, and IBC Mechanical Plans Examiner.</p> |
| <p>██████████ ██████████</p> | <p>Chief Public Safety</p> | <p>Provides leadership to and supervises the campus police department. Performs duties to enforce federal, state, and local laws and University rules, regulations and policies. Responsible for the overall safety and security of USCB students, faculty, staff and property. Oversees parking enforcement and fine collections, emergency management, and OSHA safety.</p> | <p>Law Enforcement Certification – South Carolina Criminal Justice Academy, 1972</p> <p>Narcotics and Drug Abuse Certification, South Carolina Criminal Justice Academy, 1973</p> <p>Alcohol, Tobacco, and Firearms certification, South Carolina Criminal Justice Academy, 1973</p> <p>Crime Scene Photography, South Carolina Criminal Justice Academy, 1973</p> | <p>41 years' experience in various areas of law enforcement, including sheriff department, department of natural resources, and 15 years in public safety at higher education institutions, including Chief Public Safety Officer.</p> |

| Name | Title | Responsibilities | Educational Qualifications | Professional Experience |
|------------|--|---|---|---|
| [REDACTED] | Vice Chancellor for Finance and Operations oversees Auxiliary Services | Responsible for budget planning and implementation, and management of auxiliary business operations. | <p>M.A. in Accounting, University of South Carolina, 1977</p> <p>B.S. Business Administration, University of South Carolina, 1974</p> <p>Harvard University, Management Development Program, 1992</p> <p>Executive Management Institute, National Association of College and University Business Officers, 1994</p> <p>Successfully completed CPA examination, 1977</p> | 40 years' experience in higher education with 25 years' experience in the USC system, serving as Director of Finance, Assistant Director of Contracts and Grant Accounting, Assistant Budget Director, Associate Vice President for Business and Finance, Director of Budgets, Director of Finance and Interim Vice President for Business and Finance. 15 additional years' service in the University of Georgia system as the Assistant to the Vice Chancellor for Finance and as Vice Chancellor for Finance and Operations. |
| [REDACTED] | Controller | Chief accounting officer for USCB and the Beaufort-Jasper Higher Education Commission. Responsible for accuracy of the financial reporting for USCB and the BJHEC through an in depth knowledge of GAAP and financial accounting standards, as well as compliance with university business policies and procedures, state and federal fiscal management laws and regulations. Provides oversight to General Accounting, including Grants and Sponsored Programs, Accounts Payable, Accounts Receivable, the Bursar's Office, including Student Accounts and Cashier, and BJHEC sponsored activities | <p>B.S. Accounting, Francis Marion University, 1985</p> <p>CPM (Certified Public Manager), National Consortium of certified Public Managers, 1998</p> | 28 years' experience with 2 years as Accountant in accounting firm and 26 years' in higher education as Accountant, Accounts Payable, Director of Accounting Services, Director of Procurement and Auxiliary Services, and Controller. |

| Name | Title | Responsibilities | Educational Qualifications | Professional Experience |
|------------|--|---|---|--|
| [REDACTED] | Bursar | Responsible for day-to-day functions of the Business Office including all activities associated with fee collection, accounts receivable, financial aid/student accounts and develops and implements financial procedures. | MBA, University of South Carolina, 2010 B.A. Business Administration, Francis Marion University, 2003 | 16 years' experience with 10 years in higher education as Bursar. Experience outside higher education related to banking, customer services, cashier, and supervision of cash office. |
| [REDACTED] | Budget Director | Responsible for budget development, account setup, and monitoring accounts. | M.Ed., University of South Carolina, 1994 B.A.I.S. Interdisciplinary Studies, University of South Carolina, 1988 | 37 years' experience in higher education as Administrative Manager for department, including human resources, budgeting, and continuing education with the last 10 years as Budget Director. |
| [REDACTED] | Procurement Director | Responsible for oversight of all procurement, procurement card program; reviews contracts, assesses campus risk, processes insurance claims. | MBA University of South Carolina, 2009 B.A. Psychology, University of North Carolina Wilmington, 2001 | 14 years' experience in higher education procurement. |
| [REDACTED] | Human Resources Director | Plans, directs and coordinates human resource administration. Develops and implements procedures and guidelines to facilitate comprehensive human resource management program and functions including benefits administration, employee relations, employee assistant program, family medical leave act compliance, worker's compensation, employment and records system and retention schedules. | Ed.D. Higher Education Administration, The George Washington University, 2001 M.A. Human Resources Development, Webster, 1996 B.A. Social Sciences, University of South Florida, 1984 | 18 years' experience at senior level human resource positions including 6 years in higher education. |

| Name | Title | Responsibilities | Educational Qualifications | Professional Experience |
|--------------------------|--|--|---|---|
| <p>██████ ██████</p> | <p>The Vice Chancellor for Enrollment Management also serves as Director of Admissions</p> | <p>Direct and coordinate all aspects of enrollment management. Responsible for processing all applications for admissions, creating and maintaining a prospect-to-yield data base, determining residency status for students, providing the analysis of transfer credit, creating a communication plan for prospective applicants, implementing effective enrollment management strategies, data analysis and report generation and representing the University at recruitment-related outreach efforts.</p> | <p>M.A. Education-Student Personnel Services, Northwestern State University, 1983</p> <p>B.S. Psychology, North Georgia College, 1980</p> <p>Strategic Enrollment Management Institute, AACRAO, 2005, 2006</p> <p>Summer Institute College Admissions, Harvard University, 2003</p> | <p>24 years' experience in higher education including Associate Director for Admissions and Recruiting, Associate Vice President for Enrollment Management and Dean of Enrollment Services.</p> |
| <p>██████ ██████</p> | <p>Director of Financial Aid</p> | <p>Responsible for the leadership and management of all institutional, state and federal financial aid programs annually. Responsible for coordinating all available budget, personnel, and technical resources with federal, state and institutional aid programs in order to deliver effective financial aid services.</p> | <p>B.S. Management, Park College, 2001</p> | <p>20 years' experience in higher education working in student services as Assistant Director and Director of Financial Aid and Veterans Affairs Counselor.</p> |
| <p>██████ ██████</p> | <p>Director of Military Programs</p> | <p>Liaison for military students, responsible for recruiting and advising.</p> | <p>B.S. Professional Aeronautics, Embry Riddle Aeronautical University, 1985</p> | <p>24 years' experience in higher education administration with 9 years as Director of Military Programs. 21 additional years' service in military.</p> |

| Name | Title | Responsibilities | Educational Qualifications | Professional Experience |
|------------|--|---|--|---|
| [REDACTED] | Director of Counseling and Disability Services | Directs the activities of disability services, provides counseling and outreach programs for students with personal and academic difficulties. | M.S. Professional Counseling, South University, 2008 B.A. Psychology, 1998 | 5 years' experience in higher education as Professional Counselor with 8 additional years' experience in private sector as Addiction Counselor, Behavior Management Specialist, and Prevention Specialist. |
| [REDACTED] | Director of Career Planning | Responsible for the design and implementation of all aspects of the career development process, including administering career assessments, placing student in internships and jobs, maintaining posting of jobs available to students, initiating and maintaining employer relationships, conduct workshops, and host career fair. | M.A.E. Student Affairs Counseling, Western Kentucky University, 2011 B.A. English, Western Kentucky University, 2006 | 5 years' experience in higher education as Graduate Assistant and Director of Career Counseling. |
| [REDACTED] | Director of Student Life | Responsible for directing the student activities program, coordinating the orientation program for all new students, advising the USCB Student Government Association, and coordinating International and multicultural programming for the university. | M.Ed. College Counseling, University of Delaware, 2005 B.A. Art History, Ithaca College, 2001 | 11 years' experience in higher education in student services as Graduate Assistant, Intern, and Director of Student Life. |
| [REDACTED] | Director of Housing and Judicial Affairs | Responsible for overall leadership for housing and residence life facilities and programs and the student judicial system. | M.Ed. Counseling and Guidance Services, Clemson University, 2001 B.A. Communications, Queens University of Charlotte, 1999 Ed.D Educational Leadership, Northeastern University (pursuing) | 13 years' experience in higher education in student services as Assistant Director of Student Activities, Director of Student Activities, Career Development Specialist, Director of Career Services, and Director of Housing and Judicial. |

| Name | Title | Responsibilities | Educational Qualifications | Professional Experience |
|------------|---|--|--|---|
| [REDACTED] | Sand Shark Scholars Support and Mentoring | Responsible for providing a broad range of services to support students enrolled in the Sand Shark Scholars program. The program coordinator initiates, develops and maintains strong relationships with students to ensure student success. | M.Ed. Educational Counseling, Clemson University, 2012 B. A. History, University of South Carolina Aiken, 2009 | 6 years' experience in higher education in student services field including Resident Assistant, Resident Director, and Coordinator for Resident Life. |
| [REDACTED] | Vice Chancellor for Student Development also serves as Tutoring Center Director | Responsible for coordination of tutoring services for University students, hiring and scheduling of tutors, budget management. | Ed.D. Higher Education Administration, Indiana University, 1990 M.S. Counseling and Guidance, Emporia State University, 1978 B.S.E. Psychology, Emporia State University, 1976 | 36 years' experience in higher education including guidance, housing, student life, Vice President of Student Affairs, and Vice Chancellor for Student Development. |
| [REDACTED] | Academic Advisor | Provide academic advisement, career guidance, and life skills training primarily to first and second year degree seeking students, as well as training, supervision, and evaluation of other academic advisors. | M.A. Spanish, University of South Carolina, 2007 B.A. Modern Languages, Clemson University, 2005 | 11 years' experience in higher education including Graduate Assistant, Counselor, and Academic Advisor. |
| [REDACTED] | Director of Continuing Education | Responsible for direction and management of all aspects of several Continuing Education certificate and other non-credit initiatives. | M.Ed. College Student Personnel, University of Louisville, 1986 B.A. Sociology, Le Moyne College, 1965 | 28 years' experience in higher education as Admission Counselor, Athletic Student Advisor, with 9 years as Continuing Education Coordinator and Director of Continuing Education. Additionally, 5 years teaching in K-12 and 2 years as Adult Basic Education Instructor. |

| Name | Title | Responsibilities | Educational Qualifications | Professional Experience |
|------------|---|--|---|---|
| [REDACTED] | Director Osher Lifelong Learning Institute (OLLI) | Responsible for directing the programs and operations of OLLI at USCB, a not-for-credit educational program providing enrichment classes and educational opportunities for senior adults in the Lowcountry. | B.A. Sociology, University of South Florida, 1985 Leadership Program, Snelling Institute For Government | 29 years' experience as Instructor, Director, and Executive Director of non-profit organizations, YMCA, private school, and 4 years' experience in higher education as Director of OLLI with proven record of program growth. |
| [REDACTED] | Director Center for the Arts (CFA) | Responsible for overseeing all aspects of the Performing Arts Center including planning, scheduling, and presentation of programs/exhibits at the CFA and Art Gallery. Develops, directs, and produces programs and performances. Plans and implements financial strategies to secure donors and grants to support programs. | B.A. Communications, University of Alabama, 1983 SCANPO Guiding Principles and Best Practices Workshops, 2009 South Carolina Arts Commission's Statewide Learning Community, 2002-2005 Southern Arts Federation American Traditions Scholar, 1999-2001 Summer Program in Arts Management, University of Massachusetts, 1995 | 20 years' experience as Director and Executive director of non-profit organizations with 4 years as Director for CFA. Successful grant writing experience. |

| Name | Title | Responsibilities | Educational Qualifications | Professional Experience |
|------------|--|---|---|---|
| [REDACTED] | Director of Club Sports, Intramurals, Recreation and Fitness | Responsible for designing, implementing and evaluating intramural, recreation and fitness programs on campus and off campus in the community. Oversees the fitness center within the campus student center. | M.S. Counseling and Human Development, Radford University, 2011 B.S. Human Development, Virginia Polytechnic Institute and State University, 2007 IFTA Indoor Cycling Instructor AFAA Primary Group Exercise Instructor Certified Specialist in Microsoft Word and Microsoft PowerPoint Certified in First-Aid, CPR, and AED | 11 years' experience in education and athletic management including 9 years in higher education as Graduate Assistant, Athletic Manager for women's athletic team, and 3 years as Director of Club Sports, Intramurals, Recreation and Fitness. |

Supporting Documents

1. [USCB Organizational Chart](#)
2. [Curriculum Vitae-Combined](#)
3. [Position Descriptions-Combined](#)