

## Profile

Whenever possible, applications should be submitted prior to the scheduled meeting of the affected advisory board so that they can consider all applications prior to making a recommendation to Council.

## Public Records Statement

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**I acknowledge that all information submitted in this application becomes a public record and will be searchable online. The Town is not able to remove information from the public record once it has been posted.**

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I Agree

Josh

First Name

Ravitch

Last Name

Middle Initial

ravitchj@yahoo.com

Email Address

402 Old Larkspur Way

Street Address

Suite or Apt

Chapel Hill

City

NC

State

27516

Postal Code

Home: (919) 624-7599

Primary Phone

Home:

Alternate Phone

---

Residency within the Town limits is required for membership on most Council advisory bodies. Memberships of some committees and task forces may be composed of up to forty percent of non-Town residents.

**What district do you live in? \***

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Chapel Hill Town limits (Purple)

[Please consult the town maps HERE if you are unsure.](#)

## If you are a Chapel Hill Resident, How long have you lived here?

---

Greater than 10 years

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The Council encourages you to visit a meeting of the group that you are interested in serving on. Please choose no more than two groups from the list below to which you would like to apply.

## Which Board is your First Choice? \*

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Human Services Advisory Board

## Which Boards would you like to apply for?

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Human Services Advisory Board: Eligible

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## How did you find out about this opportunity? (select all that apply by holding down the shift key)

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Advisory Board or Council member

If you chose "Other" from the advertising opportunity listed above, please specify specify:

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## Interests & Experiences

### What perspective(s) do you bring to the board(s), commission(s), committee(s) or task force(s) to which you are applying?

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As a longtime resident of Chapel Hill, I have a vested interest in seeing that the town thrives, and that all residents share in our success. I have an abundance of experience with planning and executing complex plans, based on many years of experience as a project coordinator in the pharmaceutical industry. I also have a lot of experience volunteering on and leading boards of nonprofits, as well as being a past Chair of the Chapel Hill Human Services Advisory Board.

**Please provide a brief summary of any other relevant qualifications (skills, abilities, interests and/or experience) you bring.**

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As a long-time volunteer in the Chapel Hill nonprofit world, I am very familiar with many of the agencies that come before the HSAB. During my past HSAB experiences, I was publicly acknowledged on multiple occasions for providing advice and suggestions to agencies during their hearings that helps them improve their agency performance over time, not only in the HSAB process, but in their daily operations. I bring value to the HSAB process over and above reviewing and approving grant applications.

[josh\\_ravitch\\_cv\\_2017.doc](#)

You may upload a supporting document (e.g., CV or resume). **Please be advised that any information submitted becomes a public record and may be searchable online.**

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## Demographics

In order to consider this application and provide some balance to the various boards, this personal information is required:

### Ethnicity

---

Caucasian/Non-Hispanic

### Gender

---

Male

If other, please describe:

**Please select your age from the following list. \***

---

over 55

nonprofit consultant

Occupation

**Are you a Town of Chapel Hill employee?**

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Yes  No

---

## Ethics Statement

## ETHICS GUIDELINES FOR TOWN ADVISORY BOARDS AND COMMISSIONS

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I Agree \*

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## **JOSHUA RICHARD RAVITCH**

402 Old Larkspur Way, Chapel Hill, NC 27516

Tel: 919-624-7599 (mobile)

Email: [ravitchj@yahoo.com](mailto:ravitchj@yahoo.com)

Citizenship: USA

### **Executive Summary**

I have a deep understanding of the need for small business organizations to constantly be aware of daily issues while simultaneously planning for future direction of the organization. My broad experience includes helping organizations with program assessment; strategic planning; facilitation of team activities; marketing; identifying and remedying organizational dysfunction; multi-tasking between leadership roles; accreditation; and budgeting. In addition, I recently led boards of several nonprofit and governmental agencies, including as Chairman of the Human Services Advisory Board of the town of Chapel Hill, and President of the Kehillah Synagogue.

### **Selected Professional Experience**

Meals on Wheels of Durham Inc (consultant) (2012)

- A mathematical model was researched and developed, and simulations of business options conducted, to help the executive director and board understand different scenarios that may unfold as they move forward in their plans to expand their customer base.

Durham-Chapel Hill Jewish Federation (consultant) (2009-2010)

- Created customized performance measures and strategically analyzed programs for nonprofit organization to maximize efficient use of limited resources. Use of these measures saved the organization over \$20,000 annually and allowed redeployment of over 600 hours of staff time annually to more valuable programs. Determined in an objective, quantifiable manner which programs were attractive to the customers and made good use of donor money and staff resources, and which programs should be considered for modification, deferral, or sharing with other agencies. These efforts led to improved efficiency and staff development opportunities.

The ArtCenter (consultant) (2011)

- Created customized performance measures to strategically analyze programs for nonprofit organization. The pilot phase of the analysis has led the organization to modify some programs and to consider strategically reorganizing other sets of programs. Used program performance data to help the organization create SMART goals for their staff.

GlaxoSmithKline and predecessor companies, Research Triangle Park, NC, USA (1984-2009)

- Designed, facilitated, and managed efforts of multidisciplinary teams studying properties of drug candidates.
- Prepared and executed customized drug development strategic plans for sequence and timing of studies from early development through regulatory submissions and post-approval.
- Set priorities. Allocated human, facility, and equipment resources. Developed and maintained project budgets and timelines.

### **Education**

- Graduate work in Biochemistry at the University of Pittsburgh, Pittsburgh, PA. *Aspects of ergosterol biosynthesis in the fungus Penicillium brevicompactum*. Completed Masters research.
- Bachelor of Science in Biology at the University of Pittsburgh, Pittsburgh, PA. Graduated cum laude.

### **Community Service Leadership**

- Recently served as President of the Board of the Kehillah Synagogue, including supervising senior staff, overseeing a budget of approximately \$900,000, chairing committees and subcommittees, recruiting new members, leading strategic and tactical planning processes, facilitating and advocating for organizational events. Under my active guidance, overall membership increased by greater than 10%; we hired an Education Director with outstanding professional credentials who has grown the school; and we opened a full-day, state licensed preschool program that achieved a 5-star rating less than a year after opening. Nominated to serve again, this time as co-President, with new term to start May 15, 2016.
- As Chair of Human Services Advisory Board of Chapel Hill, North Carolina, my duties included alerting the town council to changes in human service needs in Chapel Hill, helping ensure that town citizens receive services to which they are entitled, coordinating delivery of human services with other agencies, and advising the town council of human service funding needs. Currently serve as a member of this committee.
- Served on Board of Directors of Executive Service Corp of the Triangle, a nonprofit organization that provides expertise from retired executives to nonprofit organizations, particularly in organizational development, strategic and financial planning, and facilitation of a wide variety of communication and organizational issues.
- Past treasurer of Sycamore Preschool and co-chair of Victory Village Daycare Center finance committee, managing budgets of approximately \$1,000,000 for each organization.

- Served as Guardian ad Litem of Orange County courts investigating alleged cases of child abuse and neglect, requiring expertise in timely, focused investigative work, excellent oral and written communication skills, and ability to testify convincingly under oath in court.

## Profile

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I Agree

Sammy

First Name

Bauer

Last Name

Middle Initial

sam.ann.bau@gmail.com

Email Address

50 Davie Cir

Street Address

Suite or Apt

Chapel Hill

City

NC

State

27514

Postal Code

Mobile: (336) 830-4257

Primary Phone

Home:

Alternate Phone

---

Residency within the Town limits is required for membership on most Council advisory bodies. Memberships of some committees and task forces may be composed of up to forty percent of non-Town residents.

**What district do you live in? \***

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Chapel Hill Town limits (Purple)

[Please consult the town maps HERE if you are unsure.](#)



**If you are a Chapel Hill Resident, How long have you lived here?**

---

4-9 years

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The Council encourages you to visit a meeting of the group that you are interested in serving on. Please choose no more than two groups from the list below to which you would like to apply.

**Which Board is your First Choice? \***

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Human Services Advisory Board

**Which Boards would you like to apply for?**

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Justice in Action Committee: Eligible

Human Services Advisory Board: Eligible

Question applies to Justice in Action Committee

**Select a Seat Category for the Justice in Action Committee \***

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Chapel Hill or Carrboro planning jurisdiction

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**How did you find out about this opportunity? (select all that apply by holding down the shift key)**

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Social Media

If you chose "Other" from the advertising opportunity listed above, please specify specify:

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**Interests & Experiences**

**What perspective(s) do you bring to the board(s), commission(s), committee(s) or task force(s) to which you are applying?**

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I am a systems thinker and I love looking at how individual actions and processes impact the bigger picture. I grew up in a working class family and I know what it's like to have to cut portion sizes to afford gas. I value equity and sustainability (specifically in terms of long-term decision making).

**Please provide a brief summary of any other relevant qualifications (skills, abilities, interests and/or experience) you bring.**

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I am a 2018 candidate for a Master of Public Administration at the UNC School of Government. Through my coursework, I learned of the vital work the Human Services Advisory Board does for the community. I have experience in quantitative and qualitative research and am particularly interested in building strong, collaborative relationships between different organizations within the community. Through my work with the Local Government Workplaces Initiatives, I will soon be running focus groups of TOCH employees to better understand their workplace experiences.

[Bauer Resume- Feb. 2018.pdf](#)

You may upload a supporting document (e.g., CV or resume). **Please be advised that any information submitted becomes a public record and may be searchable online.**

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**Demographics**

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**Ethnicity**

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Caucasian/Non-Hispanic

**Gender**

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Female

If other, please describe:

**Please select your age from the following list. \***

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25-34

Research Assistant

Occupation

Are you a Town of Chapel Hill employee?

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Yes  No

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## Ethics Statement

### ETHICS GUIDELINES FOR TOWN ADVISORY BOARDS AND COMMISSIONS

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I Agree \*

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# Samantha Bauer

50 Davie Cir, Chapel Hill, NC 27514 · (336) 830-4257 · sam.ann.bau@gmail.com

## EDUCATION

### Master of Public Administration

University of North Carolina at Chapel Hill  
Chapel Hill, NC

Expected May 2018

### Bachelor of Arts in Communications Studies

University of North Carolina at Chapel Hill  
Chapel Hill, NC

May 2014

## PROFESSIONAL EXPERIENCE

### Graduate Research Assistant, Teaching Assistant

UNC School of Government, Chapel Hill, NC

August 2016 – Present

- Conducted interviews and analyzed qualitative data for the International City/County Management Association's (ICMA) Near the Top research to identify challenges and opportunities for minority and women managers
- Conducted focus groups and analyzed survey data about employee satisfaction for the Local Government Workplaces Initiative
- Managed serving-learning projects with local governments and non-profits for Human Resource Management course

### Social Research Intern

NC Department of Public Instruction, Raleigh, NC

June – August 2016

- Conducted research to supplement and supply data for discussions related to procedural, process, and policy changes within the agency that culminated in a presentation to the State Board of Education
- Participated in education meetings with state decision-makers
- Interviewed English as a Second Language (ESL) program directors in Local Education Agencies (LEAs) across the state to develop a snapshot of North Carolina ESL programs
- Analyzed policies, procedures, and outcomes for credit recovery in public high schools

### Corps Member

Teach For America, Warren County, NC

June 2014 – June 2015

- Assisted in development of new middle grades program at Northside K-8 as a 6<sup>th</sup> grade English Language Arts and Social Studies teacher of 40, low-income students, resulting in improved test scores
- Engaged in professional development activities, including seminars in instructional planning, classroom management, learning theory, literacy, and diversity training

## ACTIVITIES & HONORS

Member – UNC MPA Diversity Committee (2016-present)

Crisis Hotline Volunteer—Orange County Rape Crisis Center (OCRCC) (2016-2018)

Member – National Council for State Title III Directors (2017- present)

Secretary- UNC Chapter of the International City/County Management Association (ICMA) (2017-present)

Buckley Public Service Scholar, UNC (2014)

## RELEVANT COURSEWORK

Organization Theory, Public Service Leadership, Professional Communications, Human Resources Management, Public Financial Management, Law for Public Administration, Navigating Nonprofit-Local Government Relationships

## Profile

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I Agree

Deborah

First Name

E

Middle Initial

Gilgor

Last Name

degilgor@mail.com

Email Address

1547 Ephesus Church Rd

Street Address

Suite or Apt

Chapel Hill

City

NC

State

27514

Postal Code

Home: (919) 914-3334

Primary Phone

Home: (919) 914-3334

Alternate Phone

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**What district do you live in? \***

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Chapel Hill Town limits (Purple)

[Please consult the town maps HERE if you are unsure.](#)

## If you are a Chapel Hill Resident, How long have you lived here?

---

Greater than 10 years

---

The Council encourages you to visit a meeting of the group that you are interested in serving on. Please choose no more than two groups from the list below to which you would like to apply.

## Which Board is your First Choice? \*

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Human Services Advisory Board

## Which Boards would you like to apply for?

---

Community Policing Advisory Committee: Eligible

Human Services Advisory Board: Eligible

---

## How did you find out about this opportunity? (select all that apply by holding down the shift key)

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Email

---

If you chose "Other" from the advertising opportunity listed above, please specify specify:

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## Interests & Experiences

### What perspective(s) do you bring to the board(s), commission(s), committee(s) or task force(s) to which you are applying?

---

I'm a lifelong resident of Chapel Hill. I worked in Early Childhood Education from 1989-2017. I was an Orange County Foster parent for 12 years and raised 6 children in Chapel Hill all benefited from the great schools, Parks and Rec and cultural diversity our town offers. I also am active in the LGBTQ community volunteering at the local center in Durham, attending the Safe School Conference for the last three years.

**Please provide a brief summary of any other relevant qualifications (skills, abilities, interests and/or experience) you bring.**

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You may upload a supporting document (e.g., CV or resume). **Please be advised that any information submitted becomes a public record and may be searchable online.**

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## Demographics

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### Ethnicity

Caucasian/Non-Hispanic

### Gender

Prefer to self-describe

If other, please describe:

**Please select your age from the following list. \***

35-54

Retired

Occupation

**Are you a Town of Chapel Hill employee?**

Yes  No

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## Ethics Statement

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---

I Agree

Kathryn

First Name

M

Middle Initial

Henz

Last Name

kmhenz@unc.edu

Email Address

101 Hanft Knoll

Street Address

Suite or Apt

Chapel Hill

City

NC

State

27514

Postal Code

Mobile: (919) 448-6042

Primary Phone

Home:

Alternate Phone

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**What district do you live in? \***

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4-9 years

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**Which Board is your First Choice? \***

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Human Services Advisory Board

**Which Boards would you like to apply for?**

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Human Services Advisory Board: Eligible

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**How did you find out about this opportunity? (select all that apply by holding down the shift key)**

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Advisory Board or Council member

---

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**Interests & Experiences**

**What perspective(s) do you bring to the board(s), commission(s), committee(s) or task force(s) to which you are applying?**

---

I wish to renew my appointment on the Human Services Advisory Board, where I have served as Chair for the last two years. The Board has several outstanding new members and I believe the mix of new energy coupled with my experience (as well as the experience of a few of the other seasoned Board members!) creates the diversity needed to appropriately advise the Town Council. My husband and I moved to Chapel Hill a little over six years ago from New Mexico, where I was involved with the New Mexico United Way and also served as a Board member of a local non-profit which provided professional counseling, conflict resolution and social support to individuals, families and work places in crisis. Prior to this I served as a US Peace Corps Volunteer in Ghana West Africa on a 27 month assignment. Until a fifteen months ago I served as the Associate Vice President in policy and analysis for the UNC System Office which through its 16 public four-year institutions across the state, serve over 221,000 students. I am now the Senior Associate Dean for Administration and Strategy in the College of Arts & Sciences at the UNC Chapel Hill. Civic engagement is very important for me personally and I would welcome the opportunity to continue my service on the Humans Services Advisory Board.

**Please provide a brief summary of any other relevant qualifications (skills, abilities, interests and/or experience) you bring.**

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Experience as a current HSAB member. Experience serving on a Board of a non-profit. Over 15 years of management and strategy experience.

[HenzK\\_Resume\\_HSAB.pdf](#)

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**Ethnicity**

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Caucasian/Non-Hispanic

**Gender**

---

Female

---

If other, please describe:

Please select your age from the following list. \*

---

35-54

Senior Associate Dean  
College of Arts & Sciences -  
UNC Chapel Hill

---

Occupation

Are you a Town of Chapel Hill employee?

---

Yes  No

---

**Ethics Statement**

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## EDUCATION

**Doctor of Philosophy in Educational Research Policy & Analysis, expected 2019**

NC State University  
Concentration: Higher Education Administration

**Master of Public Administration** University of New Mexico

**Bachelor of Science in Finance** Santa Clara University

## PROFESSIONAL EXPERIENCE SUMMARY

**The University of North Carolina at Chapel Hill** – Senior Associate Dean Administration & Strategy, College of Arts & Sciences

**The University of North Carolina System Office** – Associate Vice President Policy, Planning, & Analysis

**The University of North Carolina System Office** – Senior Director of Academic Policy & Funding Analyses

**The University of New Mexico** – Financial Officer, Provost and Academic Affairs

**The University of New Mexico Gallup Branch** – Interim Director of Business Operations

**The University of New Mexico Gallup Branch** – Fiscal Services Supervisor

**The United States Peace Corps** – Small Enterprise Development Advisor

**KPMG** – Experienced External Public Auditor

**Anderson** – External Public Auditor

## PROFESSIONAL EXPERIENCE

**The University of North Carolina at Chapel Hill, Chapel Hill, North Carolina**

*UNC-Chapel Hill, the nation's first public university and a member of the prestigious Association of American Universities, is a global higher education leader known for innovative teaching, research and public service. More than 29,000 undergraduate, graduate and professional students learn from a faculty of 3,600.*

**Senior Associate Dean Administration and Strategy, College of Arts & Sciences**

*Jan 2017—Present*

*The College of Arts and Sciences is the largest College at Carolina with 16,000 undergraduates, 2,500 graduates, 1,000 tenured, tenure-track and fixed-term faculty and more than 500 permanent full-time staff. The College has over 70 departments, curricula, programs, centers and institutes with over 40 academic majors.*

- Provide strategic direction and leadership in the management of resources within the College of Arts & Sciences and serves as an advisor to the Dean on all matters relating to finance, budget planning, resource reallocation, the design and implementation of technology plans, the processing of personnel materials, and the efficient use of space throughout the College.

## **The University of North Carolina – System Office, Chapel Hill, North Carolina**

*UNC is a multi-campus university composed of 16 of North Carolina's public institutions that grant baccalaureate, masters, doctorate degrees as well as the NC School of Science and Mathematics, the nation's first public residential high school for gifted students. UNC serves nearly 225,000 students and employs approximately 54,000 employees.*

### **Associate Vice President Policy, Planning, & Analysis**

*Aug 2016—Dec 2016*

- Worked with the Senior Vice President for Strategy & Policy, President, Board of Governors, Chancellors, and other institutional stakeholders in the development of the 2017 through 2022 strategic plan for the 16 institutions of The University of North Carolina.
- Reporting directly to the Senior Vice President for Strategy & Policy, I partnered with him, the President, chancellors, and other senior leaders on the design and launch of a robust institutional performance measurement system.
- Worked with the Senior Vice President of Strategy & Policy, President, Board of Governors, and the North Carolina General Assembly on higher education policy.
- Oversaw the supervision of a Senior Policy Analyst which includes work allocation, training, and promotion.

### **Associate Vice President for Academic Policy, Planning, & Analysis**

*July 2014—July 2016*

- Reporting directly to the Senior Vice President for Academic Affairs, anticipated and advised him on key concerns or issues regarding UNC policy/budget, assessed real and perceived risks, provided context and historic information on related or past issues and recommended solutions.
- Communicated effectively with internal and external constituencies including UNC Board of Governors, UNC constituent institution representatives, UNC faculty assembly, the press, legislative staff, and legislators on a myriad of policy and practice issues.
- Developed collaborative processes for identifying and conceptualizing policy issues, collecting information, and formulating policy alternatives designed to address state, national, and global concerns affecting the University of North Carolina.
  - Worked closely with a diverse group of external constituencies—the UNC Board of Governors, UNC Chancellors, UNC Provosts, UNC Chief of Staffs, UNC Faculty Assembly, UNC Staff Council, UNC Institutional Research Directors, North Carolina Fiscal Research Staff and North Carolina Legislative Staff—to effectively align policy and project planning.

- Provided information and advice to UNC General Administration State Relations staff and UNC General Administration Communications team on various policy and/or legislative issues.
- Led, coordinated, supported, implemented and evaluated a broad range of strategic initiatives and projects related to policy and program planning, assessment, and strategic communication for the University of North Carolina including:
  - Policy - Intercollegiate Athletics guidelines, Intercollegiate Athletics Financial Transparency policy, Faculty Teaching Workload policy, and Fostering Undergraduate Student Success policy.
  - Projects - University of North Carolina *Our Time, Our Future* Strategic Directions 2013-2018, Performance Based Funding, Reverse Transfer Program, UNC Classroom/Lab Space Utilization Dashboard, UNC Faculty Retention Efforts Portal, Integrated Planning and Advising Services (e-advising) needs assessment and feasibility study, UNC Alumni Survey, UNC Employer Focus Groups, Part-Way Home initiative, online course delivery evaluation and research, and evaluation of NC Guaranteed Admission Program, a NC legislative provision.
- Oversaw research design, synthesized data output, wrote and presented various reports for senior leadership, the Board of Governors, and the North Carolina Joint Legislative Education Oversight Committee.
  - Analyses used both qualitative and quantitative methodologies, including interviews, focus groups, questionnaires, surveys, descriptive statistics, statistical modeling using various regression models and estimation techniques, as well as more sophisticated statistical techniques such as propensity score analyses.
- Co-PI and Project Manager on \$450,000 Credit When it's Due (Reverse Transfer Program), grant. In coordination with the Director of Reverse Transfer developed, monitored, and implemented a nationally recognized state-wide program between 16 UNC institutions and 58 NC community colleges resulting in over 2,200 credentials awarded to date, representing an 8% increase in associate degree production in one year.
- Served as Academic Affairs representative on a variety of committees.
- Oversaw the supervision of three direct reports: Senior Research Analyst, Research & Policy Analyst, and Administrative Associate which includes work allocation, training, and promotion.

**Senior Director for Academic Policy & Funding Analyses**

*Jan 2012—June 2014*

- Reporting directly to the Senior Vice President for Academic Affairs, anticipated and advised her on key Academic Affairs concerns or issues.



- Worked closely with Senior Vice Presidents of Academic Affairs and Chief Operating Officer to develop key sections of the University of North Carolina five-year Strategic Planning document including degree attainment and academic quality.
- Identified research opportunities which support both University policy and budget. Oversaw research design, synthesized data output, wrote and presented various reports for senior leadership and the Board of Governors.

Key areas of study:

Intercollegiate Athletics

- Assisted in writing Academic Integrity policy and authored policy guidelines for student-athletes.
- Provided leadership on additional reporting elements to address athletic financial transparency policy.

Transfer Students

- Supported work to complete nationally recognized North Carolina Comprehensive Articulation Agreement between UNC and the North Carolina Community College System.

Faculty Workload

- Revised the UNC faculty teaching load policy after yearlong Board of Governor committee work in area.
- Provided guidance to UNC institutions as they developed institution specific faculty workload policies, which included all aspects of faculty work, (i.e., teaching, scholarship/creative works, and service).

Online Education

- Oversaw rigorous quantitative research to evaluate the success of online courses by determining the influence of online delivery across different academic fields and class level.

Other significant policy analyses: Retention and Graduation, Faculty Recruitment & Retention, Fall Enrollment, Low Program Productivity Review, Remedial Education, Nursing, Phased Retirement of Tenure Faculty, & Management Flexibility.

- Co-designed and analyzed the UNC's performance based funding model constructed on five core metrics and five campus specific metrics chosen and defined by the campuses.
- Facilitated university pilot of the Collegiate Learning Assessment (CLA) to determine requirements for university-wide assessment strategies of student learning gains.
- Oversaw the supervision of five direct reports: Director of Space Utilization, Director of Reverse Transfer, Senior Research Analyst, Research Specialist, and Administrative Associate which included work allocation, training, and promotion.

**The University of New Mexico, Albuquerque, New Mexico**

*UNM is New Mexico's flagship institution serving over 29,000 students as well as nearly 8,000 students at its four branch community college campuses. UNM is classified as a R1 Doctoral University (highest research activity) and a minority majority institution. UNM employs roughly 10,500 employees at its main campus, health science center and branch campuses.*

**Financial Officer for Provost and Academic Affairs**

Nov 2007 – Jan 2012

- Reporting directly to the Provost, had operational budget oversight of 16 Schools/Colleges/Vice President Divisions within Academic Affairs, with total budget of approximately \$600 million and approximately 2,600 full-time employees.
- Worked closely with Academic Affairs Divisions and Central Administration to identify various strategies to eliminate 19% of the University state-funded budget between Fiscal Year 2009 through Fiscal Year 2011. Identified saving strategies within administrative units, which protected the core mission of the university. UNM Schools/Colleges state-funded budget was reduced by 8.2%, compared to 17.3% for Academic Affairs Administration and 19.7% for Central Administration.
- Conducted comprehensive analysis on College/School budgets, including the following:
  - Developed shared accounting and human resource services model between College of Arts & Science departments. Estimated recurring savings of 0.5%.
  - Helped structure school/college budgets to maximize and leverage one-time funding made available to units through faculty/staff retirements, leave without pay, faculty buy-outs, sabbaticals, staff/faculty salary savings, F&A, and distance education revenue sharing program.
  - Worked closely with the Provost, VP of Research, and Deans to ensure adequate startup funding and space was available for new tenure/tenure track faculty.
  - Assisted School/College staff to restructure Banner FOPA elements to better account and report financial/budget transactions.
  - Provided analyses of faculty salary compression and inversion to Provost and successfully secured resources through budgeting process to address faculty pay inequities.
- Project manager on year-long Banner Faculty Workload project which focused on creating a consistent and accurate automated application to capture faculty workload data required by Faculty Handbook policies.
- Key participant and/or lead in formulating recommendations on process and policy improvements for the university including state funding formula, tuition and fee policies, and faculty handbook policies.
- Oversaw the supervision of accounting staff including work allocation, training, and promotion.

**The University of New Mexico – Gallup Branch, Gallup, New Mexico**

*UNM Gallup is the largest of the four UNM branch campuses (community colleges) with over 3,000 students. UNM-Gallup serves the western part of the state in one of the poorest counties in the country. Over two-thirds of UNM-Gallup's students are American Indian (Navajo/Zuni).*

**Interim Director of Business Operations**

*Sept 2007 – Nov 2007*

- Reporting directly to the campus Director (President), oversaw the strategic management and operational oversight of campus Business Operations (General Accounting, Contract & Grant Accounting, Human Resources, and Auxiliaries) including direct supervision of staff in order to provide streamlined operations, reduced operating costs, and provide a higher level of customer service to students and faculty.
- Budgeting oversight for entire campus operations totaling \$16 million.
- Worked closely with campus Director on capital budgeting, facilities planning and technology infrastructure.

**Fiscal Services Supervisor**

*Jan 2006—Sept 2007*

- Created several financial models to aid senior management decision making, including net margin analyses at the department, course, instructor, and facility level based on the New Mexico funding formula.
- Identified opportunities to reduce or reallocate operational costs by 15%.
- Prepared timely and accurate budget and financial reports for the Higher Education Department.
- Oversaw the supervision of six personnel, which included work allocation, training, promotion, and enforcement of internal procedures and controls, and problem resolution; evaluated performance and made recommendations for personnel actions.

**Business Manager – Middle College High Charter School**

*Jan 2006—Sept 2007*

- Oversaw all financial aspects of New Mexico Charter High School; met all reporting requirements from Public Education Department.

**United States Peace Corps, Wassa Domama Ghana, West Africa**

**Small Enterprise Development Advisor**

*Sept 2003—Nov 2005*

- Transferred accounting, financial planning, marketing, tourism development, and human resource management skills to three rural communities resulting in a 100% increase in visitor numbers and a 400% increase in project revenue over two years.

**KPMG**, Mountain View, California  
**Arthur Andersen**, San Jose, California

**Experienced External Public Auditor**

*Sept 2000—Oct 2002*

- External public auditor serving 15 public and non-public entities with industry background including large, complex, and multi-location entities in manufacturing, software, venture capital, and non-profit.
- Compiled, prepared, and issued over 40 client financial statements.

ADDITIONAL EXPERIENCE

**Fellow – State Higher Education Executive Officer/Lumina Academy**

*2013*

- Higher Education State Policy Leadership Academy for leadership at the Chief Executive Officer level.

**Fellow – University of New Mexico Student Affairs**

*2010 – 2011*

- Chaired student and staff committee to evaluate and recommend changes to university policy regarding mandatory student fees.
- Co-chaired faculty, staff, and student committee to evaluate and recommend changes to university policy regarding student course fees.
- Worked with Director of Student Health and Counseling on Student Health Insurance.
- Assisted in the facilitation of annual New Mexico Association of Student Affairs Professional Symposium.

SERVICE

- Chair, Town of Chapel Hill Human Services Advisory Board Chapel Hill, NC *2015 – present*
- Committee Member, NC Governor McCrory’s Educational Cabinet Raleigh, NC *2013*
- Committee Member, National Association of System Heads (NASH) on Public Systems and Institutional Research Chapel Hill, NC *2013*
- Chair of Finance Committee, Outcomes, Inc. a non-profit Albuquerque, NM *2008-2011*
- New Mexico Funding Formula Task Force Sub Committee Member Santa Fe, NM *2009*