

VITAE

- **BOOKER T. DEVAUGHN, JR. - PRESIDENT**

- **DIANNE E. WILLIAMS - DEAN OF INSTRUCTION**

- **JOSEPH S. ANDERSON, JR. - DEAN OF
ADMINISTRATION**

- **SHIRLEY A. PERRY - DEAN OF STUDENT
SERVICES & COLLEGE DEVELOPMENT**

Booker T. DeVaughn
76 Northbrook Drive
West Hartford, CT 06117

EDUCATIONAL BACKGROUND

1980	Harvard University	Institute for Educational Management	Certificate
1975	Boston University School of Education	Adult and Continuing Education Administration	Doctor of Education
1969	Boston State College	Counseling	Master of Education
1966	Boston State College	History and Secondary Education	Bachelor of Arts
1964	Massachusetts Bay Community College	Liberal Arts	Associate in Arts

PROFESSIONAL EXPERIENCE

7/92 to Present PRESIDENT
Mohegan Community College
Thames Valley State Technical College
Norwich, Connecticut

The two colleges were merged by act of the Connecticut General Assembly. Initial responsibility to merge the two institutions into one by December 31, 1992, including institutional reorganization where possible. Additionally, serve as chief executive officer and implement all functions of normal rule as president.

9/85 to 7/92 PRESIDENT
Northwestern Connecticut Community College
Winsted, Connecticut

Serve as chief academic and chief executive officer, provide and maintain educational programs; serve as educational leader in service area of College. Recommend to Board of Trustees all personnel actions and opportunities. Direct preparation of College budget and direct College's long-range plan.

9/82 to 1/83 ACTING PRESIDENT
Roxbury Community College
Boston, Massachusetts

Plan and direct all educational programs and administrative activities of the College. Ultimate responsibility for maintenance of quality educational programs and efficient administration of the College including budget preparation and control. Responsible for coordinating activities for construction of new campus. Implement and maintain all collective bargaining agreements in conjunction with appropriate staff and serve as grievance officer.

6/79 to 9/85

DEAN OF ACADEMIC AFFAIRS
Roxbury Community College

Responsible for overall planning, development, coordination and administration of all academic programs. Provide leadership for curriculum/program development, implementation of collective bargaining contract, budget administration and development of master schedule.

8/76 to 6/79

DIRECTOR/DEAN OF CONTINUING EDUCATION
Roxbury Community College

Responsible for the effective and efficient operation of the Division of Continuing Education, as follows:
-- Creative and innovative development of new programs;
-- Continuous development of a comprehensive Community Services Program;
-- Recruitment, selection, orientation, and supervision of faculty and administrative staff;
-- Preparation of brochures and catalogues, and development of public relations program;
-- Preparation of budget and operation of financial and administrative matters;
-- Preparation and administration of grants.

10/75 to 8/76

ACTING/ASSISTANT DEAN OF STUDENTS
Boston State College
Boston, Massachusetts

Supervision of counselors and academic advisors. Responsible for counseling, preparation of graduation list, orientation for new students and liaison with student government.

8/70 to 10/75

COLLEGE COUNSELOR
Boston State College

Responsible for group, individual, vocational counseling; interpreting results of Vocational Interest Inventories; consultation with faculty; training students for Student Peer Counseling Center; leading on-going workshops relating to college survival skills.

9/75 to 9/76

DIRECTOR OF MASTER OF EDUCATION PROGRAM IN COMMUNITY SERVICE/ADJUNT PROFESSOR
Boston State College

Duties included those of Department Chairperson. Recruit and select part-time faculty; curriculum development; advise students; review and evaluate courses; supervise Independent Study, Research Projects and Practicums. (Duties performed concurrently with other responsibilities at Boston State College.)

7/68 to 8/70

SENIOR SUPERVISOR IN ADULT BASIC EDUCATION
Massachusetts Department of Education
Boston, Massachusetts

Duties included supervising the state-wide program in Adult Basic and Adult Civic Education; public relations with community agencies, other governmental agencies, private groups and industry.

8/67 to 7/68 BASIC EDUCATION INSTRUCTOR
Action for Boston Community Development
Boston, Massachusetts

Responsible for determining needs, developing curriculum and methods of Basic Education and employment orientation for undereducated adults.
Taught English-as-a-Second-Language.

9/66 to 9/67 TEACHER
Springfield Public Schools
Springfield, Massachusetts

Taught Civics, American History, and Geography, Grades 7, 8, and 9. Advisor to Student Council, responsible for various student activities and events.

COLLEGE TEACHING

College teaching includes graduate and undergraduate at Boston State College, Bridgewater State College and Northwestern Connecticut Community College.
Examples of courses taught:

"Workshop in Adult Basic Education"
"Methods and Materials of Urban Education"
"Social Learning Skills for Urban Schools"
"Introduction to Psychology"
"The Adult Learner"
"Afro-American History"

COMMUNITY AND PROFESSIONAL ACTIVITIES

Trustee, Boston State College Alumni Association	1971 - 1974
President of Jamaica Plain Council of Churches, Boston, MA	1968 - 1970
Board of Directors of Metropolitan Council for Educational Opportunity, Boston, MA	1968 - 1972
Board Member of Mattapan Community School Council	1975 - 1978
Board of Directors and Vice President of Boston Urban Gardeners	1977 - 1985
Chairman of Advisory Council for the Adult Basic Education Program of the City of Boston Public Schools	1973 - 1974
Board of Directors of Shelter, Inc., Cambridge, MA	1984 - 1985
Advisory Council of Dimock Health Vocational Program, Boston, MA	1983 - 1985
Massachusetts Advisory Council on Vocational-Technical Education	1983 - 1986
Board Member of Connecticut Volunteer Services for the Blind	1987 - Present
Board of Directors of Chamber of Commerce of Northwest Connecticut (Torrington, CT)	1987 - 1992

Booker T. DeVaughn
Page 4

Executive Board Member of Long Rivers Council of Boy Scouts of America, Hartford, CT	1986 - Present
Urban League Guild of Greater Hartford, Hartford, CT	1986 - 1988
National Association for the Advancement of Colored People	Life Member
The Noah Webster Foundation and Historical Society of West Hartford (West Hartford, CT)	1989 - Present
Member of the Advisory Committee of the Office of Adult Learner Services, The College Board (New York)	1981 - 1984
Advisory Panel on Minority Concerns, The College Board (New York)	1984 - 1988
American Association for Adult and Continuing Education	1967 - Present
Massachusetts Personnel and Guidance Association	1970 - 1976
American Personnel and Guidance Association	1974 - 1976
American Association of Community and Junior Colleges	1984 - Present
American Association for Higher Education	1982 - Present

PUBLICATIONS/ARTICLES/PAPERS DELIVERED

"Working with Community Agencies: Strategies for Directors of Adult Basic Education." Adult Education Association of Massachusetts Journal, Spring, 1973.

Book Review published in Bay State Banner, September, 1981: Bad Blood by James J. Jones, Free Press.

"The Growth of Egalitarian Education", Register Citizen, Torrington, Connecticut, March 4, 1986.

"The Boston Literary and Historical Association: An Early 20th Century Example of Adult Education as Conducted by a Black Voluntary Association", Lifelong Learning, January, 1986.

"Adult Education in the Boston Black Community from 1900 to 1950 as Conducted by Selected Voluntary Associations." Paper presented in Boston as part of Boston College conference on History of Blacks in Boston, 1987.

"Share Something with Someone", Commencement Address delivered at Massachusetts Bay Community College, 1988.

AWARDS

National Council on Community Services and Continuing Education, New England Regional "MAN OF THE YEAR" for Outstanding Professional Service and Leadership. 1977.

University of Massachusetts/Boston State College Alumni Association "Leadership Award for Distinguished Community Service", 1987.

HOBBIES

Gardening, photography and listening to music

DIANNE WILLIAMS
23 CARIBOU WAY
OAKDALE, CT 06370
(203) 848-9837

SUMMARY OF ADMINISTRATIVE EXPERIENCE AND ACHIEVEMENT

My administrative experience was gained first in health care institutions and more recently in an institution of higher education. I have been responsible for recruiting, interviewing, hiring, orienting, evaluating and dealing with performance issues and am confident in all aspects of personnel management. I have twice been brought into situations which were administratively unstable and in which staff were frustrated and dissatisfied. In both cases I was able to identify problems, develop a consensus, put in place needed policies and procedures, stabilize the situation, and mobilize individual talent and energy to move forward. I have been equally effective in assuming responsibility for an organization or the component of an organization that was operating effectively and still bring about improvement.

My experience in fiscal resource management has included developing and monitoring budgets, contracts, and Memoranda of Understanding with the military. I have identified funding sources and then successfully written and administered grants. I have strong analytical and both written and oral communication skills.

I am committed to open communication and collaborative models but understand when the responsibility for the decision rests with me. I am confident in both making and being held accountable for such decisions. I set high but reasonable performance standards for myself and those who report to me, communicate those standards clearly, and use various approaches to assist individuals in meeting these standards. When necessary I have used progressive discipline and confronted major performance issues. If staff are asked about this they usually report "tough but absolutely fair."

SUMMARY OF EXPERIENCE AND ACHIEVEMENT IN INSTRUCTION

I have broad experience in all aspects of the instructional process. I have taught and evaluated learners from elementary school through college graduates and have done so as an independent instructor and both member and leader in team taught courses. My experience includes both credit and non-credit courses, offerings on campus and within the community, traditional and experiential courses, and both in the classroom and the practice setting. I have written courses approved by outside reviewers for continuing education units, and reviewed courses for the awarding of CEU's using the national standards, Board of Trustees policy, and regulations of the Department of Education for teacher certification. I have also developed new academic programs and courses.

As Chairperson of the Nursing Curriculum Committee for two years major changes in the curriculum were proposed, studied, approved by all appropriate authorities and implemented. As elected Chairperson of the college Curriculum Review Task Force (1983-84), a major change in the General Studies Degree was studied, debated, approved, and instituted. I have worked with faculty to develop and review curriculum and make changes in response to Department of Higher Education or Board of Trustees mandates, national trends, and needs of students and employees locally.

I have reviewed and selected textbooks, written items for national standardized tests, done career and academic counseling, and both taught the process of portfolio development and assessed portfolios for the awarding of credit. I achieved the rank of Associate Professor and was awarded tenure status prior to becoming Director of the Nursing Division.

As Dean of Instruction for six months while retaining all responsibilities as Associate Dean my accomplishments included the following:

1. Developed new procedures to monitor and document compliance with all contractual requirements of staff.
2. Reviewed all degrees in relation to new Department of Higher Education requirements for credits in general education and made changes to bring all into compliance as of fall '91.
3. Worked with program leaders to review and make changes in policies and procedures related to field study/practicum courses. Packets for practicum students in each discipline developed.
4. Worked with Thames Valley State Technical College in joint degree in which 3 courses would be taken at Mohegan in the new Technical Sales Option to General Engineering degree.
5. Developed Business Practicum course to be taught once each academic year by a full time faculty member to include students in management, marketing and accounting.
6. Implemented the new computer literacy requirement for students planning to graduate May '91.
7. Worked with Program Leader in Travel Tourism to develop articulation agreement with the University of New Haven.
8. Instituted or reinstated advisory committees for all occupational degrees.

As Director of Instructional Services and then Associate Dean of Instruction my accomplishments included the following:

1. Wrote the Center of Excellence Proposal for Associate Degree Nursing in the Community Colleges to be submitted to the Department of Higher Education. This proposal was ranked first by the Board of Trustees and approved by the Connecticut Department of Higher Education. Funding was not available.
2. Set up course offerings at three new off-campus sites, established procedures with those host agencies, and negotiated contracts. Proposed a network approach to library support off campus which was adopted.
3. Reinstated non-credit programming at the College including short courses, grant funded courses, and courses through contracts with varied state agencies.
4. Developed the off campus portion of the Self Study for the New England Association of Schools and Colleges in 1988, and served on committee for 1992 review.
5. Wrote and administered a funded grant to refurbish the Beck Women's Center.
6. Established new strategies related to adjunct faculty to make them a more informed and involved component of the Instructional Division with increased accountability. Approximately 100 adjunct faculty are hired each semester.
7. Revitalized the Subbase programs resulting in increased visibility and enrollments. Initiated College's membership in three networks of the international SOCNAV consortium, implemented a first annual reception for military leaders at the college, and was responsible to the college for personally writing SOCNAV agreements for individual students from 1987-1990.
8. Obtained funding to pilot a Summer Seminar for Seniors in Summer, 1988 and based on that success secured funding for expanded programs in 1989 and 1990.
9. Set up contract courses with the Connecticut Army National Guard, personnel assigned to submarines under construction at the Electric Boat Division of General Dynamics, and United Technology.

10. Obtained grant funds to purchase a complete set of all Annenberg/CBP audio tapes for the College.
11. Proposed, developed, secured funding and administered an Allied Health Careers Prep Program taught by developmental and nursing faculty.
12. Successfully applied to the State Department of Education for College to become an approved provider of CEU's for teachers for 1989-1991.
13. Developed and implemented a fee structure and review process for College to award CEU's for programs offered by outside groups such as the Southeastern Connecticut Library Association, CONTACT, and Justice and Peace Commission.
14. Instituted and administered programs provided through contracts with the Department of Emergency Medical Services, and State Department of Transportation.
15. Developed the concept of 3-5 course clusters of credit courses with a specific occupational objective targeted for employees needing retraining. Promotion on hold because of decreased number of sections available in the schedule for fiscal reasons.
16. Proposed, developed, secured funding and administered a Nurse Assistant course for Norwich residents on public assistance. Coordinated with the State Departments of Labor, Human Resources, and Income Maintenance as well as the City of Norwich.

As the Nursing Division Director from 1984-1986 my accomplishments included the following:

1. Successfully negotiated contracts for clinical experience for students with three new agencies.
2. Reactivated the Nursing Program External Advisory Committee after a five year lapse.
3. Reinstated the Continuing Education for Nursing and Allied Health Program after a two year lapse.
4. Wrote successful grants with a faculty member of seventy thousand dollars for nursing laboratory equipment, audiovisuals, and computer software.

5. Directed two major program reviews and in depth inspections, one planned and one unexpected. Both required extensive self study reports which I coordinated and edited. Neither review identified a single discrepancy in the organization and administration of the Nursing Division.
6. Developed numerous new policies for the Division which were approved via the governance system.
7. Oversaw the development of a policy and procedure for advanced placement of LPN's into the program.
8. Served on every major college committee at the institution including election to the Executive Committee of the Professional Staff Senate and the Presidential Search Committee in 1985.

PROFESSIONAL EXPERIENCE

1979-present - Mohegan Community College, Norwich, CT

- A. 1991-1992 - Interim President
Responsibilities include all those of Chief Executive Officer reporting to the Executive Director of the Board of Trustees of Connecticut Community-Technical Colleges.
- B. 1990-1991 - Dean of Instruction
(For the six months in this position retained all responsibilities of Associate Dean because that position was not refilled.) Responsibilities as Dean included all academic programs; the Learning Resource Center; the Tutoring Center; and direct supervision of all full time staff in the Instructional Division (approximately 50).
- C. 1989-1990 - Associate Dean of Instruction
In addition to the responsibilities held as Director of Instructional Services from 1986-89, assumed supervision of all full and part time faculty in career programs and academic responsibility for the career programs themselves. Included are Accounting, Marketing, Business Administration, Data Processing, Office Administrative Careers, Paramedic, Early Childhood Education, Travel and Tourism, Criminal Justice, Human Services, Nursing, and Industrial Supervision.

- D. 1986-1989 - Director of Instructional Services
Responsibilities included contract administration; recruitment and evaluation of adjunct faculty; all non-credit programming; administration of off-campus programs, the Academic Computer lab and the Business Services Network. Served as member of the President's Cabinet and elected to the Policy and Planning Committee of the college governance system 1987. Responsible for College's Summer Session. Account manager for the Educational Extension Fund. Developed contracts for credit courses and administered those courses. Responsible for the Instructional Division in the absence of the Dean.
- E. 1984-1986 - Nursing Division Director
Responsibilities included supervision and evaluation of eight full-time and varying numbers of part-time faculty; preparation and implementation of the budget; overseeing the curriculum; and total operation of the Continuing Education for Nursing and Allied Health Program.
- Also included were counseling of potential and enrolled students, maintaining effective relationships with agencies contracted for clinical experience, and ensuring that the Program met all requirements of State regulatory agencies and the national accreditation organization.
- F. 1979-1984 - Nursing faculty member - Taught classroom, laboratory, and clinical components. Served on college and division committees, advised students, was responsible for the pediatric component of the program, and taught continuing education courses to nurses in the community. Granted status as tenured Associate Professor.
- G. 1986-present - Projects for the Community-Technical Colleges. Served on Management Negotiating Team for contract in 1989 and the reopener in 1990. Member of subcommittees on paid leave for allied health faculty and compensation for program leaders in 1990. Member of Willis Rating Committee 1990-91. Serve as a consultant on various nursing related issues for the Central Office. Reviewed pilot Nurse Assistant Programs at Greater Hartford Community College and Mattatuck Community College.

In 1990 appointed by Executive Director as one of three system representatives to Board created Task Force on Nursing Education, and as the community college representative to a consortium created by the four state universities to provide nursing education via television through a major grant.

1977-79 Huntington Institute, Norwich, CT

Developed Medical Assistant Program which was subsequently approved by the State. Arranged externship placements for students in physician offices, organized a course in laboratory procedures, and taught numerous courses. Served as consultant for a proposed LPN program.

1971-74 Health Educator/Nurse, Yokohama, Japan

Taught health curriculum for 600 student school grades K-5. Screened all students; served as liaison between the school and military dispensary; served as the social service case manager; coordinated first aid coverage; and did intake of students referred to the Pupil Placement Team.

1973-74 Yokohama Medical Center, Yokohama, Japan

Planned and taught conversational English program for Japanese nurses and physicians. Also arranged intensive cultural instruction for Japanese families relocating to the United States.

1969-72 Condell Memorial Hospital, Illinois

A. Instructor in new Continuing Education Department:

Developed three new programs judged successful by administration and staff. Organized staff development programs for evening and night shifts. Developed and taught a new six week course for nursing assistants. Wrote and assisted in teaching a three week coronary care course offered to nurses throughout the county.

B. Head Nurse of 8-Bed ICU-CCU:

Scheduled, supervised and evaluated personnel on all three shifts and developed staff education

programs for unit personnel. Instituted record-keeping and information retrieval system with physicians for ongoing studies. Responsible for nonpersonnel budget including major equipment purchases.

1969 National Naval Medical Center, Bethesda, MD

Charge nurse on dependent ward specializing in new protocols. Assigned and supervised team members and provided direct care.

1967-68 United States Navy Nurse Corps

As Ensign was charge nurse in combined ICU-Recovery Room. Assigned, supervised and evaluated members of health care team and provided direct care. Accompanied patients on helicopter transfers.

PROFESSIONAL MEMBERSHIPS AND ACTIVITIES

- 1967-1990 - American Nurses' Association
Delegate to 1985 House of Delegates in
Kansas City
- 1985-1990 - National Association of Academic Affairs
Administrators
- 1984-1987 - University of Connecticut Continuing Educa-
tion Advisory Committee
- 1980-1990 - Connecticut Nurses' Association
 - 1983----- Chairperson-Economic and General
Welfare Task Force-Statewide
 - 1984-85---Associate Degree representative
on Entry Into Practice Task
Force Statewide
 - 1982-87---Elected delegate to annual
conventions
 - 1983-87---Member Legislative Network
 - 1982-84---Board Member District V
 - 1984-86---Second Vice President District V
- 1984-1986 - Deans' and Directors' Council of the
Connecticut League for Nursing
- 1984-1988 - National Association for Female Executives
- 1982-1986 - Council of Associate Degree
Nursing Education Programs
in Connecticut

- 1986-present - Connecticut Women in Higher Education Administration-charter member
- 1986-1990 - Community Service Deans' Council
Community-Technical Colleges
Chairperson 89-90
- 1991 - Academic Deans' Council
- 1988-1990 - International Personnel Management Association
- 1989-present - National Alliance of Community and Technical Colleges
- 1990-present - National Council of Instructional Administrators
- 1991-present - American Association for Higher Education

RECOGNITIONS

- 1966 - Elected to Sigma Theta Tau - National Nursing Honor Society
- 1979 - Elected to Phi Kappa Phi - National Honor Society
- 1981-1983 - Elected by nursing students as their speaker at Pinning Ceremonies
- 1983 - Elected by faculty to offer greetings at Inauguration of new president
- 1984 & 1986 - Included in editions of Who's Who in American Nursing. Also listed in 15th, 16th and 17th editions of Who's Who of American Women
- 1985 - Awarded "Distinguished Service Award" by District V of the Connecticut Nurses Association
- 1985 - Acknowledged by authors of the Instructor Resource Manual for Essentials in Pediatric Nursing for assistance.
- 1987 - Selected for and successfully completed year long Leadership Program - Norwich Area Chamber of Commerce

- 1988 - Merit Promotion Award - Board of Trustees of the Regional Community Colleges
- 1990 - Merit Award - Board of Trustees of the Community-Technical Colleges

RELEVANT PRESENTATIONS

- 1982-1986 - Associate with Nursing Management Associates presenting workshops in the area of management for nurses
- 1983 - Experiential Learning Evaluation for Licensed Practical Nurses: Present, Realities and Future Possibilities as part of 3-day conference "Retooling for the Adult Learner"
- 1983 - "When the Students Know More Than the Instructor" published in Communitas
- 1983 - Banquet Speaker at Annual Meeting of District V of the Connecticut Nurses' Association
- 1986 - Career Moves - A Conference for Women
- 1983-1988 - Stepping Stone programs presented by Mohegan Community College for returning adult students
- 1987 - Mediation Training Institute trainer.
- 1987 - CNA Convention - Presentation on Managerial Mediation
- 1990 - Chairperson for Keynote Session - Annual Meeting of National Alliance of Community and Technical Colleges

COMMUNITY ACTIVITIES

- 1991 - Board of Directors CONTACT of Southeastern Connecticut
- 1991 - Appointed by Commissioner to Regional Advisory Council of Department of Children and Youth Services

- 1990-present - Southeastern Connecticut Economic Development Coalition - Cochair Training Subcommittee
- 1987-present - Board of Directors - Private Industry Council of Southeastern Connecticut
- 1991-present - Board of Directors - United Community Services
- 1991-present - Women's Network of Southeastern Connecticut
- 1990-1993 - 3 Year term on Allocation Panel-United Way of Southeastern Connecticut
- 1987-88 - Board of Directors - Southeastern Connecticut AIDS Project Education and Personnel Committees
- 1988-89 - Labor Force Task Group - Norwich Area Chamber of Commerce
- 1987-89 - Governing Board - Vice Chairperson - Uncas Health District
- 1987-1990 - Vice President - Women's Center of Southeastern Connecticut
- 1986-87 - Board of Directors - Women's Center of Southeastern Connecticut
- 1986-present - Mohegan Community College Foundation
- 1987-present - Vietnam Women's Memorial Project
- 1983-85 - Secretary to Board of Planned Parenthood of Southeastern Connecticut
- 1983-85 - Health Care Task Force in Montville - two year study of health care needs townwide.
- 1986 - Task Force on Teenage Pregnancy
- 1979-82 - Professional Advisory Board for Ledyard Public Health Agency
- 1980-81 - Steering Committee to Establish School System Goals in Groton
- 1980 - Publicity Chairperson for Friends of the Groton Library

- 1979-80 - President Dr. Charles Barnum Elementary School PTO
- 1972-76 - LeLeche League Leader-Served as only LeLeche League leader to assist breastfeeding mothers and consult with physicians in Japan. Organized emergency volunteer milk bank for critically ill adopted child which involved locating and screening donors, setting up collections at central points in several cities and arranging shipments of frozen milk from Tokyo to Okinawa weekly for a three month period.

WORKSHOPS, CONFERENCES AND COURSES RELEVANT TO THIS POSITION

- 1990 - Annual Meeting of National Alliance of Community and Technical Colleges - 2 days
- 1990 - Strategic Planning
- 1989 - Fundamentals of Finance and Accounting for Non Financial Managers - 1.5 CEU's
- 1989 - Marketing - Planning and Research
- 1988 - Cognitive Style Mapping Professional Workshop - 2 days
- 1986 - Managerial Mediation
- Summer, 1986 - Personnel and Labor Relations 3 credits
Hartford Graduate Center
- Spring, 1986 - Introduction to Microcomputing Applications-3 credits
- 1985 - The Importance of Recruitment and Retention Programs for Minorities in Health Careers
- 1985 - Grantwriting
- 1985 - The Nuts and Bolts of Continuing Education
- 1984 - Chairing the Academic Division 2 days
- 1983 - Evaluating, Developing and Promoting General Education - 2 days

1983 - General Education in the Community College
Curriculum - 2 days

EDUCATION

1979 - University of Rhode Island
Master of Science
Major: Nursing

1967 - DePauw University
Bachelor of Science (cum laude)
Major: Nursing
McMahon Scholar

JOSEPH S. ANDERSON JR.

RESIDENCE:
35 CHARTER OAK DRIVE
EAST LYME, CT 06333
203 739-8676

MOHEGAN/THAMES VALLEY
COMMUNITY TECHNICAL COLLEGE
MAHAN DRIVE
NORWICH, CT 06360
203 886-1931 EXT. 225

SUMMARY OF QUALIFICATIONS

Educated and proven as a public administrator and resource manager. Over twenty-five years experience in challenging mid and senior level executive positions with extensive responsibilities for public fiscal management. In depth experience and involvement in each of the following key area:

ORGANIZATIONAL LEADERSHIP Seasoned member of senior management, well versed in strategic planning, dispute resolution and policy setting. An effective credible representative in any public, governmental, or private forum. Strong problem solving skills and organizational loyalty.

FINANCIAL MANAGEMENT Extensive experience in all areas of fiscal management. Budget planning, preparation, and execution at all levels. Direction of accounting and financial reporting systems ranging from small manual bookkeeping systems to large fully automated networks. Oversight, internal audit, and financial analyses services for all finance related activities including federal grants. Experienced in meeting fiscal reporting requirements imposed by federal, state and local governments.

SUPPORT SERVICES Accomplished in the direction of a broad range of logistics and support services: Transportation functions including personnel travel, shipping and receiving, and vehicle operations; management of food service programs and other student support activities. Extensive involvement with data processing systems, microcomputer applications and automation of administrative and support functions.

PERSONNEL ADMINISTRATION Broad supervisory experience in directing and motivating the efforts of managers, technicians, professionals and service personnel. Experienced in personnel accounting and payroll systems and organizational insurance programs including liability and workmen's compensation. Qualified in labor relations areas, coordination with unions, wage and benefit negotiations and adverse personnel actions.

FACILITIES OPERATION AND MAINTENANCE Skilled in developing and controlling plant maintenance budgets. Experienced in contracting for facilities repair and maintenance services, and negotiating leases and maintenance terms for all leased property. Trained in Real and Personal property management; maintenance of property control records; and planning and budgeting for long range replacement of these assets.

CONTRACTING AND SUPPLY MANAGEMENT Experienced in directing a wide range of contracting and purchasing programs; new construction, facility repairs, services, supplies, consultants, and research projects. Skilled in directing small purchase and inventory management programs for providing operating supplies, equipment and services needed for support.

EDUCATION AND TRAINING

Bachelor of Science - Engineering and Management
U.S. Coast Guard Academy, New London, Connecticut 1961

Master of Science (with Distinction) - Financial Management
U.S. Naval Post Graduate School, Monterey, California 1969

Extensive Continuing Education and Management Training including:

- Computer Systems Management
- Budgeting
- Cost Analysis
- Internal Audit and Control
- Affirmative Action
- Alcohol and Drug Abuse
- Energy Conservation
- Contract Law
- Microcomputer Applications
- Personnel Management
- Long Range Planning
- Stress Management
- Sexual Harassment Awareness
- Handicapped/Disabilities Access
- Labor Relations
- Personnel Evaluation

PROFESSIONAL EXPERIENCE

DEAN OF ADMINISTRATION Mohegan/Thames Valley Community-Technical College, Norwich, Connecticut. Chief Administrative and Fiscal Officer for this newly merged institution serving over 4,500 students from throughout Southeastern Connecticut and surrounding New England states. Responsible for integrating all support services at the two campuses, improving operating efficiencies, and accomplishing savings required by the terms of the merger. Coordinates the activities of four directors in managing physical plant operations, personnel support, academic and administrative data processing, accounting, payroll, purchasing, and budget administration. (July 1992 - Present)

DEAN OF ADMINISTRATIVE SERVICES, Mohegan Community College, Norwich, Connecticut. Chief Fiscal and Administrative Services Officer for rapidly growing two-year educational institution serving over 3,100 students. Responsible for all fiscal support and resources management services associated with the college's two hundred plus employees, seven million dollar annual operating budget and 44 acre/130,000 square foot physical plant. Responsibilities also include service on state wide committees, task forces, and councils for the Connecticut Community-Technical College system. Major assignments in this capacity included Chair of Council of Deans of Administration and ADP Task Force Steering committee. (1987-1992)

DISTRICT COMPTROLLER First Coast Guard District, Boston, Massachusetts. Chief Fiscal Officer and Logistics Director for U.S. Coast Guard Operations throughout New England. Direct a staff of 65 professionals responsible for all financial and logistics services in support of Coast Guard Budgets in excess of \$100 million annually. Responsibilities include accounting, budget administration, contracting and supply, internal audit and financial analysis, transportation, and property management. (1983 to 1987)

COMPTROLLER, U.S. COAST GUARD ACADEMY New London, Connecticut. Chief Fiscal Officer and Support Services director for one of the nation's top educational institutions. Managed a staff of over 200 personnel in providing complete support services for all academic and training programs and for the 1,000 member Corps of Cadets in residence. Directed all fiscal and supply programs, property management, food service operations, student activity services, transportation, and all retail sales programs. Coordinated all institutional budgets and long range financial planning. (1979 to 1983)

CHIEF, PLANNING AND ANALYSIS STAFF U.S. Coast Guard Headquarters, Washington, D.C. Directed all planning and budgeting activities for the Comptroller of the U.S. Cost Guard including coordination of the service's total operating and maintenance expense budget. National director of Coast Guard non-appropriated fund activities including all servicewide exchange and commissary operations. Administrator of insurance programs for servicewide retail and morale activities. (1975 to 1979)

MILITARY SERVICE

Over twenty six years service in the United States Coast Guard. Retired June 1987 with rank of CAPTAIN.

Shirley Andersen Perry
213 West Town St., D22
Norwich, CT 06360
203-886-4917 (home)
203-886-1931 (work)

EDUCATION:

Graduate study in Marketing and Management, 1981 (Sabbatical Leave, 1980-81)	Loyola College and John Hopkins University, Baltimore, Maryland
Ph.D., Counseling and Personnel Services, 1977 College Student Personnel; Supporting Areas: Psychology, Sociology, Higher Education	College of Education University of Maryland College Park, Maryland
A.G.S., College Student Personnel; 1969 60 hours Advanced Graduate Specialist Program	College of Education University of Maryland College Park, Maryland
M.Ed., Guidance and Counseling;	College of Education Boston, Massachusetts
B.S., Psychology; 1957 Magna Cum Laude	Jackson College Tufts University Medford, Massachusetts

EXPERIENCE:

1989 to present	<u>Dean of Student Services and College Development</u> Mohegan Community College/Thames Valley State Technical College
--------------------	--

Responsible for administration of all student services, including admissions, marketing, placement testing, advising, counseling, student activities, financial aid, registration and records, assessment of prior learning program, services for students with disabilities. Supervise total staff of 29; 18 professionals (15 full-time, 3 part-time) and 11 clerical personnel. Manage Division's budget of \$232,000 annually. Coordinated development of Mohegan's first Institutional Assessment Plan. Manage current Perkins Grant (\$150,000) for vocational education. Preparation of various grant proposals, e.g., Tech-Prep. Liaison to Mohegan's Foundation for fundraising.

EXPERIENCE: (Continued)

- 1977-1989 Director of Admissions/Outreach (1980-1989)
 Assistant to Dean for Marketing (1977-1979)
 Catonsville Community College
- Responsible for coordination of College's recruitment efforts for high school and adult populations. Served on college-wide Marketing Committee responsible for credit and credit free marketing policy, advertising expenditures, and implementation of marketing strategies. Direct selection process for Honors Program. Direct diverse mailing and other automated written communications using on-line systems and word processing. Supervision of professional and clerical admissions staff. Budgetary responsibility for Admissions/Outreach office.
- 1976-1977 Acting Director of Admissions and Skills Center, responsible for remedial-developmental instructional services, Catonsville Community College.
- 1972-1977 Counselor and Coordinator of Admissions, Catonsville Community College
- Coordinated all admissions procedures. Responsible for high school articulation. Planned and implemented numerous career and/or college educational programs for prospective student groups. Extensive liaison with faculty, community members, high school counselors. Coordinated College's orientation program. Assisted with development of numerous college publications.
- 1969-1971 Instructor, Counseling and Personnel Services Department,
 University of Maryland
- Teaching responsibility in student personnel and mental health. Coordinator of field placements in student personnel agencies. Advising of graduate students.
- Associate Director, EPDA-Funded Fellowship Program for minority community counselors and instructors, University of Maryland. Included coordination of graduate level core course on "The Junior College."
- 1970-1971 Administrative Intern, at National Headquarters of American Association of Junior Colleges, Washington, D.C. in Governmental and Urban Affairs Office.
- 1967-1969 Graduate Assistant, Counseling and Personnel Services Department, University of Maryland. Administrative assistant to Department Head.
- 1968-1969 Counseling Practicum, two semester non-salaried practicum at University of Maryland, Counseling Center.

EXPERIENCE: (Continued)

- 1969 (Spring) Apprenticeship in student personnel services, Prince George's Community College, Largo, Maryland.
- 1966-1967 Assistant Director, Judiciary Office, Student Life Department, University of Maryland. Advised women's judicial boards and SGA student courts for appeals. Included administrative responsibility for women's disciplinary system on campus.
- 1965-1966 Counselor with Manpower and Development Training Program for underskilled, underemployed L.P.N.'s, School of Practical Nursing, Prince George's General Hospital, Cheverly, Maryland.
- 1960-1965 Secondary School Counselor; Guidance Department Chairperson, 1964-1965. High Point Senior High School, Prince George's County, Beltsville, Maryland. Considerable college-bound advising experience.
- 1957-1959 Undergraduate and Women's Placement Office, Boston University Placement Service, Boston University, Boston, Massachusetts.

Responsible for part-time and summer undergraduate job placement, 1957-1958. Acting Director, career advisement and job placement for graduating women, 1958-1959.
- 1959-1960 Graduate Assistant, Guidance Department, School of Education, Boston University, Boston, Massachusetts.
- 1959-1960 Field Study Intern, Admissions Office, Radcliffe College, Cambridge, Massachusetts.

PUBLICATIONS:

A Marketing Plan for Catonsville Community College. 1981. (Unpublished)

Doctoral Dissertation: A Cross-Validated Study of the Prediction of Community College Attrition Using Demographic and Motivational Variables. (Unpublished) 1977.

R. Frank Mensel and Shirley Perry, (Editors), The Peralta Colleges Inner City Project. AAJC., December 1970.

R. Frank Mensel and Shirley Perry, (Editors), The Peer Counseling Program. AAJC., January, 1971.

RECENT PROFESSIONAL AND COMMUNITY ACTIVITIES

- * National Council on Student Development (NCSD, AACJC), Region I Representative.
- * NCSD's national Leadership Colloquium participant, Fall 1991.
- * American College Personnel Association (ACPA) Member, Commission XI, Student Affairs in Two Year Colleges.
- * Easter Seal Rehabilitation Center of SE CT, Program Committee Chairperson and 2nd Vice Chair, Board of Directors.
- * United Way of SE CT, Allocations Panel Chairperson
- * Vice-President, Southwestern Mental Health Center Citizens Advisory Council.

PERSONAL DATA:

Marital Status: Single
Health: Excellent
Personal Interests: Golf, skiing, theater, nature photography, protection of environment