## Education

Indiana University, MS in Education, College Student Personnel Administration (1986-1988)

Calvin College, BA in Economics, (1982-1986)

## Profile

* Twenty seven years experience in higher education administration
* Organizational, strategic, and operational planning
* Leadership in Human Resources, Information Technology and general college administration
* Leadership of college-wide improvement initiatives
* Management of professional and technical staff in various college departments

## Work History

CALVIN COLLEGE Grand Rapids, MI

Associate Vice-President for Human Resources, 2012 - present

CALVIN COLLEGE Grand Rapids, MI

Director of Human Resources, 2004-2012

* Lead the development of the college-wide strategic planning, particularly in relation to the impact on people.
* Plan, implement, direct, and evaluate the college’s human resource function and performance.
* Identify and measure key performance indicators designed to assess progress toward strategic goals.
* Serve on the President’s Cabinet and Planning Priorities Committee. Serve as Co-Chair of the Workplace Quality Task Force.
* Liaison to the Board of Trustees on Human Resource topics and issues
* Oversee the implementation of a new safer spaces policy to address concerns of harassment, discrimination and retaliation and serve as lead Title IX Coordinator for the college.
* Plan, facilitate, and direct executive searches
* Develop HR operational goals and plans based on the college strategic plan.
* Develop and implement compensation and benefits programs designed to recruit and retain talented faculty and staff.
* Assess the competitiveness of programs and services against comparable institutions of higher education.
* Develop and evaluate the effectiveness of human resource policies and programs related to recruitment, staff development, employee relations, diversity and inclusion, compensation and performance management.
* Maintain knowledge of federal, state, and local human resource policies, programs, laws, and issues.

CALVIN COLLEGE Grand Rapids, MI

Director of Information Systems, 1998-2004

Led a team of six staff charged with managing the administrative technology needs of the college. Managed college budget for administrative technology. Led the implementation of an integrated learning management system.

CALVIN COLLEGE Grand Rapids, MI

Executive Associate to the President (part time), 2002-2004

Served as secretary to the President’s Cabinet and Planning and Priorities Committee. Facilitated the governance process on behalf of the President.

CALVIN COLLEGE Grand Rapids, MI

Director of Enrollment Research, 1995-1998

Conducted studies measuring student and institutional performance. Developed an enrollment projection model. Chaired institutional research council. Managed research efforts in admissions and financial aid designed to measure effectiveness of college recruitment and retention programs.

CALVIN COLLEGE Grand Rapids, MI

Associate Registrar, 1994-1995

Managed the project converting system of course credit. Coordinated the reporting of information to internal and external audiences.

UNIVERSITY OF MICHIGAN Ann Arbor MI

Assistant Director of Financial Aid, 1990-1994

Led a team of ten professional and technical staff members. Managed the scholarship and grant programs in excess of $10 million. Led the implementation of a new student financial aid management system.

INDIANA UNIVERSITY Bloomington, IN

Assistant Director, University Office of Scholarships and Financial Aid, 1989-1990

Organized the annual financial aid software development and maintenance projects. Developed university wide policies for the distribution of financial aid at seven Indiana University campuses.

INDIANA UNIVERSITY Bloomington, IN

Financial Aid Counselor, 1987-1989

Primary duties focused on counseling students and families regarding financial aid programs. Led workshops and programs designed to help students understand options for financing a college education.

## Professional and Community Involvement

**Professional**

* Member – College and University Professional Association for Human Resources (CUPA-HR)
* Trained Title IX Investigator, National Center for Higher Education Risk Management (NCHERM)
* Past Member – Society for Human Resources Management (SHRM)
* Completed EDUCAUSE Leadership Institute
* Past Member – Association for Institutional Research (AIR)

**Community**

* Community Group Leader, Calvary Church
* Past President, Oakdale Christian School Board
* Past Member, Parent Teacher Organization, Oakdale Christian School
* Past Member, Parent Teacher Organization, Shawmut Hills Elementary School
* Walker Recreational League soccer coach