

Executive Team

Duane Anderson: Executive Director, Information Technology

Chris Clouse: Vice President, Academic and Student Affairs

Beckie Christiaens: Vice President, Administration and Finance

Chris DeManche: Executive Director, Communication and Marketing

Karen Glasser: Executive Director, Human Resources

Colleen Unterreiner: Executive Director, Institutional Advancement

Duane Anderson

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» Profile

A dedicated IT professional with 30+ years of experience in information and program management with 14+ years in management. Specializing in the design, implementation, and management of large, natural resource based Geographic Information Systems and Programs across very large landscapes.

» Skills

Technical

- Database: Extensive experience with MS SQL server, MS Access, data modeling and design, spatial data management, data integration
- GIS: Extensive experience with the ESRI GIS Platform; ArcMap, SDE, ArcGIS Server, Image Server, ArcGIS Online (limited). Experience with DeLorme's Xmap Pro.
- Other: Extensive experience with MS Office Professional Suite including Excel, Word, PowerPoint, Visio, OneNote, and Skype. Experience with Power BI.

Management

- Experienced team leader of a wide variety of programs in the natural resources discipline.
 - Committed to team growth, development and a healthy workplace.
 - Ambitious and driven leader with excellent organizational, analytic, and communication skills, adaptable with a passion for excellence and results.
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» Work Experience

Flathead Valley Community Colleges, Kalispell, MT

Executive Director IT July, 2019 – Present

- Directs and leads the Information Technology department, operates and maintains computing facilities, services, and equipment to meet the academic and administrative needs of the college.
- Directs, coordinates and integrates the technology functions of the College in support of the college's mission and strategic plan.
- Supervises and sets the priorities of a team to provide a wide range of technology services. Provides comprehensive guidance, fosters cooperative relationships, and delivers quality customer services to both internal and external constituents in a professional helpful and courteous manner.
- Advises the President and senior leadership team. Provides strategic vision and leadership for the College regarding information technology; monitors issues, trends, and events and advises on planned programs of action.

- Supervises the IT processes to protect the integrity and operation of the campus network. Develops, reviews, and certifies all back-up and disaster recovery procedures and plans.
- Develops and controls the security and privacy of the College's information systems.
- Manage a team of 9 IT professionals.

Flathead Valley Community Colleges, Kalispell, MT

System Support Analyst Dec, 2018 – Present

- Provide user and system support for the college's core enterprise record systems.
- Provide customer services in the form of analytics, data modeling, reporting, training, and custom data packages.
- Functions as the primary Student Information System (SIS) vendor liaison between FVCC and the college's core data systems vendor.
- Research and implement new technologies and best practices, work with user community on training and outreach, and keep abreast of market patterns and trends.
- Serve as Project Manager for the Campus Management ERP conversion project for FVCC. Lead the data conversion team on the more technical side.

Weyerhaeuser Co, Columbia Falls, MT

Data Manager Team Lead, GIS Services Feb, 2016 – Nov 2018

- Team Lead of the GIS Services data management sub-team focused on spatial data management, customer services, and program data management and integration for over 13 million acres in the United States.
- Lead and support critical Company system integration projects across Forestry, Land Records, Recreational Lease, Real Estate, and data warehousing.
- Manage a team of 4 with core data responsibilities across all major business sectors including Forestry, Real Estate, Legal (Central Title System), Energy and Natural Resources, Recreational Lease Management, and Property Tax.
- Provide customer services in the form of analytics, data modeling, reporting, mapping, training, and custom data packages.
- Manage a centralized SQL Server data warehouse that is consumed by applications, web services, GIS analysts, and a mobile mapping platform (Xmap) with hundreds of users.
- Coordinate closely with various business sectors and provide key operations support and program managements functions in each area.

Plum Creek Timber Co, Columbia Falls, MT

Manager, GIS Services 2007-Feb, 2016

- Manager of the GIS Services team focused on spatial data management, customer services, and program data management and integration for 6.5 million acres.
- Manage a team of 10 with core data responsibilities across all major Plum Creek business sectors including Forestry, Real Estate, Legal (Central Title System), Energy and Natural Resources, Recreational Lease Management, and Property Tax.

- Provide customer services in the form of analytics, data modeling, reporting, mapping, and custom data packages.
- Provided extensive data design, support, testing, and audit documentation for a very large legacy data/application migration project.
- Manage a centralized data warehouse that is consumed by applications, web services, GIS analysts, and a mobile mapping platform (Xmap) with 250+ users.
- Coordinate closely with various business sectors and provide key operations support and program managements functions in each area.
- Report to the CIO and serve on his leadership team. Lead Organizational Health goal for IT department and serve as 'Chief of Staff' to the CIO.

Plum Creek Timber Co., Columbia Falls, MT

Senior Data Administrator, Land Systems, 2005-2007

- Manage and maintain key components of the corporate Integrated Forestry Management System (IFMS) enterprise forestry GIS database.
- Conduct ongoing systems analysis on IFMS and implement improvements in data structures, data quality, performance, and processes. Manage and oversee the IFMS data replication engine (20 million transactions per month).
- Successfully executed a large data conversion/loading for new CTS System.
- Developed and implemented first 'shared data library' geodatabase using custom spatial ETL process. Developed and implemented a centralized imagery database.
- Provide operations support across business sectors, and worked jointly with IT personnel in design, development, testing, and deployment of various in-house software applications.

Natural Resource Information System (NRIS), MT State Library, Helena, MT

Manager, GIS and Information Systems Development, 2000-2005

- Manager of the GIS and information systems development section of the NRIS program, a statewide GIS data clearinghouse.
- Led development of web-based portal that provided comprehensive access to the extensive NRIS data holdings.
- Led data development and management enhancements
- Served on MSL management team, managed program budget (\$1 million+) and managed a staff of 5.

Natural Resource Information System (NRIS), MT State Library, Helena, MT

Water Information System Coordinator, 1998-2000

- Manager of the Water Information System component of the NRIS program, a statewide GIS data clearinghouse.
- Led development and enhancement of Water Info Systems data holdings
- Installed and managed SDE geodatabase on MS Sql Server and migrated NRIS data holdings to this platform.
- Assisted in program budgeting, managed 1 staff person.

» Education

- M.S. in Marine Biology, University of Oregon, Eugene, Oregon
- B.S. in Zoology, Montana State University, Bozeman, Montana

» Activities / Certifications

- Completed Plum Creek Essentials of Management Program, 2014
- ITIL Foundation Certification, 2013
- Served in leadership roles on Church Council at Bethlehem Lutheran Church, (4 years as Treasurer, 4 years as Council President)

Education

- Ph.D. Mathematics, University of Montana, 2004
- M.S. Mathematics/Industrial Engineering, New Mexico State University, 1991
- B.A. Mathematics with an Emphasis on Education, University of Montana, 1986

Experience

- Vice President of Academic and Student Affairs, Flathead Valley Community College 2017-Present
Serve as Chief Academic Officer for the college to provide leadership in all areas of academics and student support; Supervise all full time faculty as well as Dean of Student Services, Director of Trades and Industrial Arts, Director of Enrollment Management and Student Success Center, Director of Nursing, Director of Institutional Effectiveness, Director of Institutional Research, Director of the Lincoln County Campus, and Director of Continuing Education; Serves as liaison to NWCCU, Montana Board of Regents and Office of the Commissioner of Higher Education; Co-Chairs Curriculum Committee; Serves on the College President's Executive Cabinet and works closely with the Executive Cabinet and President to advance the mission of the College.
- Director of Educational Services, Flathead Valley Community College 2013-2017
Work with faculty to develop a schedule of classes to meet student needs; Supervise, hire and evaluate adjunct faculty in 5 academic divisions; Provide research, documentation, and other forms of support to the Vice-President and Executive Staff; Assist faculty in development of policy, curriculum, and programs of study; Act as Liaison to the Lincoln County Campus; Serve on many institutional committees including Program Review, Workforce Prep and Transfer Prep Core Themes Task Forces, Student Retention, TAACCCT IV Implementation Team and others as required; Support the entire campus community as a go-to person for solving problems, answering questions, and providing information to enhance strong decision making; Support initiatives to increase enrollment and meet community needs; Supervise, support several professional staff
- Mathematics & Physics Teacher, Grants Pass High School, Grants Pass, OR. 1998-2013
Taught math courses from Algebra II through Calculus II and physics courses including Introduction to Quantum Mechanics and AP Physics; Served as Science Department Chair; Developed four new courses; Partnered with the local university and community college to ensure students earned college credit for all calculus and physics courses; Developed Early College/Career Center for all high school students; Served as Teacher on Special

Assignment for two years which entailed developing policy and curriculum for a district wide math program

- Mathematics Instructor/Graduate Assistant, University of Montana, Missoula, MT 1995-1998

Taught math courses including Calculus, Calculus for non-Majors, and Mathematics for Elementary Teachers; Developed curriculum and assessments for each of these courses.

- Network Engineer, US West, Seattle, Washington. 1991-1994

Served as Timing Engineer for three central offices; supervised 26 Engineering Specialists in the planning, designing, and delivery of T1 services. Served as Training Coordinator for Network Engineering Specialists for entire company.

- Graduate Assistant in Mathematics Department, New Mexico State University, Las Cruces, New Mexico 1989-1991

Taught math courses including Intermediate Algebra, Applied Math for Natural Sciences Majors, and Honors Calculus; Helped develop projects for Honors Calculus.

- Mathematics and Physics Teacher, North Kitsap High School, Poulsbo, Washington 1987-1989

Taught Calculus, Pre-Calculus, Geometry, and Physics

Awards

- Voted Teacher of the Year at Grants Pass High School 2008, 2009, 2011, 2013
- Voted Top Mathematics Graduate Assistant, University of Montana 1997-8
- Awarded Perfect Teaching "GPA" by Student Body at New Mexico State University 1990-91
- Awarded Pederson Award for Outstanding Mathematics Student Pursuing a Career in Teaching, University of Montana 1986

Beckie Christiaens

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Beckster933@gmail.com

Education

University of Montana, **B.S. in Business Administration**, emphases in **Accounting** and **Management**
Minor in Office Systems Management - May 1995

University of Montana, **Master of Public Administration** - May 2012
Graduated with High Honors: 4.0 GPA

Professional Experience

Vice President/Chief Financial Officer - January 2018 to Present
Flathead Valley Community College, Administration and Finance

Serves as the key individual responsible for managing and leading the fiscal and operational areas of the college. As the strategic business advisor to the President and senior leadership team develops and maintains the college budget and financial forecasts. Allocates fiscal resources across sectors, units and departments based on short term and long term plans. Oversees application of internal control and compliance measures across the college. Responsible for designing, preparing, analyzing and presenting financial reports to the President, Board of Trustees, Foundation Board, Board of Regents and other appropriate individuals and groups. Manages and oversees the infrastructure and auxiliary services of the college.

Selected Achievements and Presentations

- May 2018 – Presented FVCC Money Basics as Professional Development Series
- November 5, 2018 – Masters of Accountancy guest speaker, "Publicly Supported Higher Education Institutions: A broad look at Fund Accounting, Budgeting, Financial Reporting, Transparency, Debt Management."
- February 12, 2019 – Presented Managing Challenging Conversations as Professional Development Series
- MWED Board Member – Elected December 2018
- Kalispell Rotary Member – Elected February 2019
- Bigfork Chamber Board of Directors – Elected February 14, 2019
- Leadership Flathead Class of 2020 (2018-2020)

Associate Vice President of Administration and Finance - August 2015 to December 2017
University of Montana, Administration and Finance

Responsible for providing leadership, oversight and stewardship of all aspects of the University's financial resources, assuring integrity and fiduciary compliance. Recreated, reinvented and reestablished the University's budget office including practices, procedures and policies. Provided high level budget models and forecasting to executive administration. Led and oversaw the University's budget staff and A&F information technology team. Managed outstanding and future capital financing. Oversaw and submitted finance compliance reports to Higher Education Commissioner, Governor's Office and Board of Regents. Participate in strategic financing of the University, including the managing biennial student fee process.

Selected **Achievements**

- Assumed the role of Budget Director for the University community in June 2016.
- Led a team that collected, consolidated and balanced a \$433M complex multi-fund budget.
- Created campus community of practice group: “The Fid Group” to identify and establish fiscal best practices.
- Designed curriculum and mentoring complement for Financial Development Certificate Program, with 100 campus participants.
- Created and presented fiscal and budget education sessions to various campus audiences:
 - “UM’s Money Basics” (August 2016 – December 2017)
 - “UM’s Fund Accounting Basics” (September 2016)
 - “UM’s Budget Basics” (November 2016)
 - “UM’s Fiscal Reconciliation Basics and Complementary Technical Solutions” (March 2017)
- Created and presented a University professional development course entitled, “Authentic Leadership” (March 2016).
- Presented to the Women’s Leadership Initiative inaugural cohort on “Diversity, Culture and Integrating Men” (February 2016).

Director of Academic Budgets and Personnel - December 2011 to August 2015

University of Montana Office of the Provost and Vice President of Academic Affairs

Responsible for providing oversight and direction in preparing budgets totaling over \$100 million annually for the Office of the Provost and VP for Academic Affairs, as well as for all units in the Academic Affairs sector of the University. Accountable for high-level review, corrective direction for financial matters and fiscal advice to the Provost. Managed the generation, analysis and dissemination of information necessary for financial planning to campus entities for proposed and existing programs and activities. Responsible for providing guidance and insight for the processes associated with academic appointments, faculty review and development. Led negotiations for the terms of the faculty collective bargaining agreements. Interpreted and oversaw compliance with all faculty collective bargaining agreements, University policies/procedures, and Board of Regents policies. Managed recruitment and retention activities for UM executives as assigned. Managed personnel conflicts, including focused delivery of conflict resolution, mentoring, policy development, and procedure review and implementation. Conducted grievance procedures, appeals hearings, and mediation. Led and oversaw the accounting staff within the Office of the Provost.

Selected **Achievements**

- Established Finance Academic Managers Council to oversee implementation of University procedures and practices supporting fiscal management in Academic Affairs.
- Created new and effective communication methods for the Provost and all reporting sectors. This included setting up Moodle shells for key initiative participants, establishing a community of practice, and establishing regular meetings with the Deans and Directors within Academic Affairs.
- Provided guidance to the Provost in identifying appropriate budget cuts amounting to \$2+M in three fiscal years.
- Keynote Speaker at UM’s SUMMIT: “Leadership and Communities of Practice” (January 2015).

Executive Director of Administration and Programs - February 2009 to December 2011

University of Montana School of Extended & Lifelong Learning (SELL)

Responsible for operations management of the organization, including the areas of strategic planning, goal setting, fiscal affairs and personnel administration. Assigned by Dean to create strategic initiatives and related implementation tactics associated with SELL operations, the MOLLI program, the Community Engagement program, UOnline, Wintersession and Summer Semester. Directed and coordinated workloads of associate directors, managers and their subordinates, as requested by the Dean. Focused upon best-practice principles of continuous improvement for all programs and services. As CFO, responsible for \$8M operation through strategic financial planning, budgeting, fiscal management and internal controls. As Personnel Officer, managed School-wide performance reviews, personnel recruitment, mentoring programs, retention and training. Served as "first responder" for all organizational conflicts (including those with a myriad of external stakeholders), conducted mediation, counseling and resolution sessions as needed.

Selected **Achievements**

- Promoted to Executive Director of Administration after 2 years of employment as Director of Fiscal and Personnel Services.
- Identified weaknesses in fiscal sustainability of various program models. Subsequently developed a comprehensive presentation for the University Provost and Vice President for Academic Affairs and the Associate Vice President of the Office of Budget, Planning and Analysis to communicate depth of concern. Received commendations for the presentation, with executives particularly acknowledging its clarity of previously-unknown facts and a range of possible solutions for consideration.
- Created solid internal controls by inventing new processes and forms that would meet internal and external auditor's reviews.

Controller and Assistant Finance Director - January 2003 to March 2009

City of Missoula Finance Department

Responsible for the fiscal affairs associated with the \$65M organization funded by taxes, assessments, licenses, intergovernmental revenues and debt issuance. Provided key consultation for City administration and elected City Council members for financial forecasting and planning. Guided the organization in sophisticated investment and banking management, oversight and execution of security purchases, risk management, and health plan management. Led, managed and directed personnel in the areas of payroll, special improvement districts, sewer management, licensing, accounting, accounts payable and receivable.

Selected **Achievements**

- Promoted to Controller in March 2008 after 5 years.
- Converted the annual financial statements to GASB 34 format for external auditors, stakeholders and potential investors, in the midst of an accounting system change.
- The Comprehensive Annual Financial Report (CAFR) that I was responsible for was awarded the Excellence in Financial Reporting Award for achieving the highest standard in governmental financial reporting for the years of 2003, 2004, 2005, 2006, 2007 and 2008 by the Government Finance Officers Association (GFOA).
- Strengthened internal control procedures and transactional reporting methods. As a result, an audit of the financial records I managed revealed no audit findings for fiscal years 2006, 2007 and 2008.
- Led the financial reconciliation efforts of the conversion to a new financial enterprise accounting system.

Chief School Business Administrator - June 1996 to January 2003

Office of the Superintendent, Hamilton, Montana

Responsible for financial and personnel operations for the school district, overseeing all funding from federal, state, and local sources. Routinely prepared financial statements and forecasting scenarios for the Board of Trustees and Superintendent. Created business policies, consulted and interpreted legislation, and collaborated with the Office of Public Instruction of the State of Montana. Served as primary consultant for administration in faculty and classified contract negotiations by providing scenario options and analyses of proposals. Led and supervised all personnel in accounting, payroll, purchasing, transportation, tuition and food services. Managed all aspects of school trustee and capital elections. Responsible for preparing and leading construction and service contract bids.

Selected Achievements

- Key member of the 2000 successful bond campaign for Hamilton High School and upgrades to Hamilton Middle School by presenting facts and figures to executives and the public.
- Strengthened the internal control procedures and transactional reporting methods. As a result, an audit of the financial records revealed no audit findings for fiscal years 2000, 2001 and 2002.
- Selected by the Office of Public Instruction in 2003 to join a committee to lead the state in implementing a new Governmental Accounting Standard (GASB34) developed to improve financial statement reporting.
- Successfully lobbied the 1999 legislature to revise the prevailing wage laws. Subsequently chosen by the Commissioner of Labor and Industry to serve on a state-wide committee to address prevailing wage laws.
- Led Hamilton School District to identify and select a new enterprise accounting system, which included all aspects of interviewing clients, assessing candidates, and approving and implementing new accounting systems.

Controller - May 1995 to June 1996

Rocky Mountain Log Homes, Hamilton, Montana

Primary responsibility for conducting all accounting phases necessary to maintain the business entity. Directed and completed functions in accounts payable, receivable, payroll, employee benefit packages, financial statements, corporate tax filing, budgeting and oversight of daily business operations. Predicted balances in all accounts and developed monthly and quarterly Balance Sheet, Income Statement and Cash Flow statements. Prepared annual financial statements for stockholders and external auditors.

Selected Achievements

- Developed reconciliation statements that provided owners with fiscal picture of organization for sound decision-making.
- Established, maintained and improved communication with senior level management, department heads and direct supervisors regarding state of fiscal affairs for the organization.

CHRISTOPHER M. DEMANCHE

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PROFILE

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Strategic and results-driven communications and marketing professional with extensive experience in internal/external communications, advertising campaigns, publications development, web content management, brand development, media relations, public speaking, social media and project management. Offer skills in developing and executing dynamic communications plans and strategies, along with managing complex projects from concept to implementation. Possess valuable expertise in managing, evaluating and executing communications, program administration and product promotion through multiple channels with a focus on building solid relationships within an organization and with key constituencies outside of an organization.

- Project Management
- Video Production Projects
- Crisis Communications
- Community Relations
- Event Management
- Internal/External Communications
- Public Speaking Skills
- Written Communication Skills
- Strategic Planning
- Social Media Management
- Executive Communications
- Web Content Management
- Media Relations
- Intergovernmental Relations
- Publications Development

PROFESSIONAL EXPERIENCE

FLATHEAD VALLEY COMMUNITY COLLEGE – KALISPELL, MT

EXECUTIVE DIRECTOR OF COMMUNICATIONS AND MARKETING

2019-PRESENT

Direct, coordinate and integrate the strategic internal and external communications, marketing and public relations functions of the College to develop consistent and cohesive messages in support of the institutional mission and strategic plan. Develop communications, presentations, data and talking points for the College President. Oversee media relations to ensure the accurate and timely coverage of campus news and events. Ensure the quality of the College's varied and integrated marketing and communications products and services including brand building, print publications, social media and other online communications. Oversee the promotion, development and organization of campus events, and represent the College within the community.

HILLSBOROUGH COMMUNITY COLLEGE – TAMPA, FL

COMMUNITY RELATIONS AND MARKETING MANAGER

2013-2019

Managed marketing, community relations, media events and social media. Lead the development of newsletters, press releases, fact sheets, talking points, official publications and executive speeches. Developed communications strategies and plans to build greater awareness of HCC's programs, services and executive leadership. Managed, wrote and edited monthly internal college newsletter for faculty and staff. Managed projects for graphic/digital design, print production and website content. Provided creative direction and coordination for video production projects and photo shoots. Generated, edited and published daily content for social media. Liaised with college and community organizations on fundraising events and college program development projects.

- Co-managed two-year marketing campaign titled "It's Good To Be Me", which received the American Marketing Association Award and the Gold Marcom Award.
- Served as a project manager and creative lead on video production projects to showcase college campuses and academic programs for Hillsborough Community College.
- Created an official writing style guide for Hillsborough Community College.
- Served as task force chairman for the marketing department program review.
- Served on the Hillsborough Community College website redesign team.

C-SPAN – WASHINGTON, D.C.

SENIOR MARKETING REPRESENTATIVE

2010-2013

Managed assigned communications and marketing campaigns for C-SPAN and the network's bus program. Drafted internal / external communications on company initiatives. Directed media relations and social media messaging. Developed event schedules and coordinated with participants. Prepared and edited projects for print and web marketing efforts. Conducted presentations before universities, organizations and community stakeholders on network resources. Represented C-SPAN at state and national trade shows, cable, education and book industry functions and conferences. Maintained department databases on key campaign and event marketing metrics. Generated annual Marketing Department report.

- Led department marketing and communications campaign at the Republican National Convention that won the Golden Beacon Award given by the Association of Cable Communicators (Aug. 2012).

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- Oversaw marketing campaigns and communication strategies for projects associated with 2012 presidential election coverage (State Primaries, Republican National Convention, Vice Presidential Debate, Election Night).
- Drafted press releases and conducted media outreach for marketing campaigns and events. Conducted media interviews with television/print media outlets to ensure message continuity and maintained company profile.
- Conducted promotional campaigns for new C-SPAN resources and programming opportunities to national cable systems for launch of network programming and education initiatives (American History TV, StudentCam and First Ladies Series).

COUNTY OF FAIRFAX – FAIRFAX, VA

STAFF COORDINATOR

2008-2010

Led 12 professionals on assigned land development projects and reviewed economic development proposals. Prepared and presented reports and studies in public hearings before appointed and elected decision-makers. Conducted workshops and meetings with community stakeholders on proposed development applications. Managed media relations. Tracked federal and state legislation affecting land use, economic development and local municipalities.

- Conducted an economic development study for Dulles Metro expansion project in Fairfax County.
- Served as Public Information Officer (PIO) for projects and programs with media outlets and public inquiries. Drafted internal correspondence for issues/projects related to regulations and information requests.
- Worked with County Board of Supervisors and aides on land use issues and research projects.

CITY OF CAPE CORAL – CAPE CORAL, FL

CITY PLANNER/SCHOOL BOARD LIAISON

2005-2008

Led a review team of 10 professionals on assigned development projects and reviewed economic development proposals. Drafted assigned staff reports and studies with professional recommendations. Served as Public Information Officer (PIO) on assigned projects and managed media relations. Conducted community workshops/meetings on economic development projects and community planning programs. Conducted policy analysis of federal/state legislation affecting zoning, growth management and economic development issues. Conducted studies, surveys and workshops with community stakeholders. Participated in redevelopment projects with Community Redevelopment Agency; served as lead contact for negotiations on project proposals.

- Represented the City and Department of Community Development in public hearings before appointed/elected decision makers.
- Teamed with the City Economic Development Office to maintain economic development and community revitalization projects. Conducted studies and research on economic development issues regarding business start-up, expansion and retention.
- Served as City liaison to the School Board of Lee County, FL. Oversaw implementation of the City/School Board Interlocal Agreement and annual renewal.

TOWN OF FORT MYERS BEACH – FORT MYERS BEACH, FL

TOWN PLANNER

2003-2005

Provided professional planning support to Director of Community Development, reviewed zoning applications and worked on economic development issues. Proposed recommendations on reports and studies before appointed and elected decision makers. Managed media relations for the Department of Community Development. Drafted internal/external communications and conducted interviews with media outlets.

- Developed Town Historic Preservation Grant Program and managed reviews on Town historical preservation issues. Served as liaison to Town Local Planning Agency's Subcommittee on Historic Preservation.
- Played a key role in conducting Town feasibility study for development of a neighborhood greenway trail.
- Implemented and monitored the Town's Comprehensive Plan and Land Development Code.
- Spearheaded grant project for bus/trolley stop renovation project and assisted with drafting grant proposal.

EDUCATION

Master of Public Administration (summa cum laude)
Hodges University – Fort Myers, FL ▪ 2009

Bachelor of Science, Government and World Affairs
University of Tampa – Tampa, FL ▪ 2001

SPECIALIZED TRAINING

- Leadership Cape Coral, Cape Coral Chamber of Commerce, Professional Development Program, Alumni ▪ 2006
- Leadership Brandon, Brandon Chamber of Commerce, Professional Development Program, Alumni ▪ 1996
- Eagle Scout, Boy Scouts of America ▪ 1993

ADDITIONAL QUALIFICATIONS

Legislative Experience:

Volunteer - Senator Tom Lee, State of Florida Senate, District 10 ▪ Spring 2002
Intern - Representative Jim Davis, U.S. House of Representatives, 11th District ▪ Fall 2000

Professional Memberships:

National Council for Marketing and Public Relations (NCMPR), Public Relations Society of America (PRSA)

Software Skills:

Microsoft Office (Word, Power Point, Excel), Microsoft Outlook, Adobe Acrobat Pro, Asana, Basecamp, Drupal, Novus

KAREN GLASSER, MPA, SPHR

KGLASSER@FVCC.EDU

CAREER EXPERIENCE

2013 – Current Flathead Valley Community College Kalispell, MT

Executive Director of Human Resources

Directs all aspects of the human resources, payroll and student employment functions for the College. Serves as an advisor to the president and provides visionary leadership in the administration and strategic planning efforts.

2006 - 2013 Flathead School District #5 Kalispell, MT

Human Resources Director

Directed all human resources functions for public school district with 750 employees. Oversaw a \$7,000,000 benefits program, led in collective bargaining and labor relation with seven unions. Served as an advisor to the Superintendent for budget development, staffing, salary and benefits projections, levy and bond planning, and strategic planning for the district.

2004 – 2006 Idaho State University Pocatello, ID

Assistant Director

Managed benefits administration, staff recruitment and selection, training and development, and performance review programs for approximately 1,700 benefitted employees. Participated in strategic planning, formulated policy and procedures and implemented programs. Provided counsel to employees and supervisors concerning appropriate management practices, grievances and dispute resolution, compensation, and other employee related issues. Administered disciplinary actions and conducted investigations with General Counsel, Affirmative Action, and Risk Management.

2001 - 2004 Northern Arizona University Flagstaff, AZ

Human Resources Generalist

Provided consultation on effective and legal hiring practices, organizational structure, compensation, benefits and leaves, classification and performance management. Advised, interpreted and provided direction to management and staff on Board of Regents policy, university rules and procedures, state and federal laws. Advised and provided coaching services in employee relations situations including terminations, progressive discipline, conflict management, grievances and disputes. Conducted complex investigations and recommended outcomes in conjunction with university legal counsel and Affirmative Action.

2000 - 2001 Northern Arizona University Flagstaff, AZ
Human Resources Specialist Sr.
 Reviewed and analyzed position descriptions, allocated positions to appropriate job classifications, and wrote new and revised existing classification descriptions. Developed and facilitated university-wide and department trainings based on assessed organizational needs and specific to strategic objectives. Conducted salary surveys, assessed benchmark matches, and analyzed market data. Reviewed and assigned pay grades to jobs.

1998 - 2000 Northern Arizona University Flagstaff, AZ
Human Resources Specialist
 Advised in areas of benefits, classification, compensation, employment services, policies and procedures, and legal regulations. Supervised Communication Intern program for employment advertising. Audited departmental hiring actions including review of documentation, processes and communication of results to hiring departments. Served on the Human Resource Information Systems PeopleSoft implementation and testing teams.

EDUCATION

Northern Arizona University	Flagstaff, AZ
▪ Master of Public Administration, Human Resources	
University of Oregon	Eugene, OR
▪ Bachelor of Arts, International Studies	

PROFESSIONAL CERTIFICATIONS AND MEMBERSHIPS

Society for Human Resources Management
 College and University Personnel Association (CUPA)
 Senior Professional in Human Resources (SPHR)
 Certified MBTI Practitioner
 ATIXA Civil Rights Investigator

PROFESSIONAL ACTIVITIES

Advocate/Guardian ad Litem – CASA	2019
Title IX Coordinator	2017 - 2018
Member – Behavioral Intervention Team	2015 - 2019
Member – Executive Staff	2013 - 2019
Member – Command Team and Emergency Response Team	2013 - 2019
Title IX Coordinator	2006 - 2013
Member - ISU Computer Steering Committee	2005 - 2006

Member - ISU Policy Committee	2004 - 2006
Secretary/Treasurer - CUPA-HR Northwest Board of Directors	2005 - 2008
Distinguished Service Award – Northwest CUPA-HR	2005
Leadership Pocatello Diplomat	2005
Conference Director - CUPA-HR Northwest Board of Directors	2004 - 2005
Member - Leadership Pocatello	2004 - 2006
Chair - Council of Professional Employees Grievance Committee	2004
Presenter - Arizona CUPA conference	2004
Clara Barton Award – Arizona American Red Cross	2004
Director - Northern Arizona Community Job Fair	2003
Member - HIPAA Committee	2003
Chair - Commission on the Status of Women, Work/Life Committee	2003
Member - Rapid Response Workforce of Coconino County	2002 - 2004
Member - University Childcare Committee	2001 - 2004
Member - Family Educational Rights and Privacy Act Committee	2000
Chair - President's Award Committee	1999
Board of Directors - Grand Canyon Chapter of American Red Cross	1999 - 2004
Member - Commission on the Status of Women, Gender Equity Committee	1999 - 2001

COLLEEN SWEENEY UNTERREINER

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EDUCATION

Doctorate of Education, Educational Leadership

University of Montana, Missoula, MT; May 2018

Master of Public Administration

Arizona State University, Tempe, AZ; May 1980

Bachelor of Arts, Communication

Washington State University, Pullman, WA; June 1977

EMPLOYMENT

Executive Director, Institutional Advancement, & Director, Foundation, 2009 to Present

Flathead Valley Community College, Kalispell, MT

Provide leadership and strategic direction for private resource development, public and private grant development, internal and external communications and marketing. Serve as the Director of Foundation and a member of the Executive Staff reporting to the President.

Previously served as *Director, Educational Services*, 2003 to 2009; *Executive Assistant to the Vice President of Educational Services*, 2000 to 2003; and *Grants and Research Specialist*, 1998 to 2000.

Fundraiser, 1990 to 1996

Pasadena Playhouse, Pasadena, CA

Advanced and promoted fundraising efforts for the Lifetime Membership Campaign, 75th Anniversary Campaign, and other special events.

Franchises Owner and Operator, 1984 to 1990

Mothers Work Franchise, Los Angeles, CA

Owned and operated three retail franchise stores featuring maternity clothing. Recognized as the top-grossing franchise in the country, with annual sales of \$1 million. Responsible for operations, budgeting and finance, marketing and public relations, buying, supervising 18 employees.

Administrative Officer, 1980 to 1984

Central Intelligence Agency, Washington, D.C.

Assigned in Washington, D.C., and overseas. Administrative Officer for a 60 employee division at an American Embassy, responsible for budget and finance, travel, human resources, logistics and security. Directly supervised two employees.

VOLUNTEER COMMUNITY SERVICE

Cantor and Pianist; St. Matthews Church, 1997 to Present

Board Member; Conrad Mansion, 2010 to 2014

Board Member; Kalispell Education Foundation, 2009 to 2013

Board Member; Board of Trustees, Kalispell Public Schools, 2000 to 2009

President; Hedges Elementary School Parent Teachers Organization, 1999 to 2000