

UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES 23 March 2017

ITEM: I.D

TOPIC: Introduction of New Executive Assistant/Board Secretary Sherry Harward

BACKGROUND

Sherry Harward has been hired as the new Executive Assistant to Commissioner Woolstenhulme and Secretary to the Board of Trustees. Ms. Harward has extensive experience in assisting educational leadership at Utah Valley University, and has been involved in education in Utah for 24 years (see attached résumé). UCAT administration is excited to welcome such a highly recommended individual. Ms. Harward will begin employment on April 1, 2017.

RECOMMENDATION

Information/discussion only.

Attachments: Résumé of Sherry Harward



SHERRY S. HARWARD

348 West Hills Drive
Saratoga Springs, Utah 84045
(801) 427-4410
sherryharward46@gmail.com

EDUCATION

Master's Degree

Masters of Science in Leadership
Grand Canyon University – July, 2014

Bachelor's Degree

Integrated Studies - Communications/Business Leadership
Utah Valley State College - April, 2004
Honors: Cum Laude

AAS Degrees

Executive Secretary
Information Processing Supervisor
Utah Valley Community College - April, 1985

ADMINISTRATIVE SKILL SET

- Administrative Assistant to 3 Associate Vice Presidents in Higher Education
- Expansive Event Planning, Management and Hosting
- Conference, Seminar and Workshop Development and Management
- Website Development and Content
- Budget, Labor and Fiscal Management
- Grant Writing and Administration
- Employee Performance Management, AAEO Training, Search Committees
- Recruiting, Hiring, and Retention Strategies Development
- Business Decision-Making Skills, Time Management, Interpersonal Skills
- Advanced Technical and Creative Writing
- Program Development/Design/Implementation/Management
- Adjunct Instructor/Trainer/Presenter/ Motivational Speaker
- Career Training/Counseling/Coaching/Curriculum
- Academic Counseling - Higher Education
- Sales and Incentive Program Development and Training
- Fundraising, Sponsor/Vendor Acquisition
- Administrative, Managerial and Supervisory Experience
- Charter School Academic Administrator
- Promotional Materials Design and Marketing Strategies
- Entrepreneurial Training/Counseling/Coaching/Consulting
- Professional/Personal Development Curriculum and Training
- Mentor Program Development, Training, Curriculum Development and Administration

RELATED EMPLOYMENT

Administrative Assistant IV

Associate VP of Student Advisement & Support Services (SASS) & Wasatch Campus
Utah Valley University

April 30, 2008 – August, 2011

- Maintained Associate Vice President's calendar.
- Corresponded/communicated with SASS directors and assisted with projects.
- Managed SASS/Wasatch budgets, financial records, purchases, paperwork, and supplies.
- Assisted with PBA process, strategic planning, accreditation, dashboard indicators, etc.
- Prepared travel arrangements, accommodations and conference registration for AVP.
- Managed conferences, retreats, workshops, visual/audio aids, menus, marketing and promotion, finances and assessment.
- Attended meetings/conferences, etc. in AVP's absence.
- Arranged meetings, took, prepared and distributed agendas and minutes.
- Composed correspondence, graphs, charts, reports, departmental materials.
- Provided administrative assistant support for Wasatch Campus Coordination meetings.
- Managed annual UVU K-16 Alliance minutes and UVU K-16 Alliance Counselor Conference.
- Created design and contents and maintained SASS, Advising, and IPE websites.
- Organized IPE grant process, create grant forms, presented applicant workshops, tracked budgets, created promotional materials, and provided administrative support for Steering Committee meetings.
- Managed move of 20 departments to newly remodeled Losee Building.
- Organized Losee Building Ribbon Cutting Ceremony.
- Organized and managed signage for Losee Center.
- Provided administrative support for several task forces, ad-hoc committees, etc.
- AAEO representative, search committee chair, and payroll coordinator.

Administrative Assistant to the Director

Human Resources Department

Utah Valley State College

October, 1999 - July, 2000

- Provided clerical support to HR Director and professional staff.
- Attended weekly staff meetings and prepared and distributed agendas and minutes.
- Prepared confidential documents, correspondence, reports, graphs and charts.
- Tracked college-wide performance appraisal system and prepared reports.
- Tracked and entered confidential employee data into college HRS System.
- Prepared agendas, minutes, budgets, reimbursements for Staff Education Fund.
- Assisted with monthly Supervisory Training Program.
- Assisted with scanning and filing of completed job applications.
- Performed archiving and record-keeping duties for the college's employee files.
- Prepared GRAMA reports.
- Supervised work study employees and assigned workloads.

Secretary to Associate Vice President

Academic Affairs Division

Utah Valley State College

February, 1993 - July, 1993

- Prepared correspondence, minutes, reports and tenure documents.
- Assisted with Teacher Certification Program.
- Prepared travel and conference arrangements.
- Assisted with class scheduling, curriculum development and catalog changes.
- Prepared Northwest Accreditation reports.

Secretary to Principal

Oak Canyon Junior High School

Alpine School District

June, 1993 - July, 1994

- Assisted principal with set up and opening of new junior high school.
- Create new forms, ordered classroom supplies and furniture, organized supply room and main office and reception area.
- Provided clerical support for principal and two assistant principals.
- Prepared school correspondence, reports, handbooks and manuals.
- Assisted instructors, students, parents and general public.
- Assisted with registration, class changes, and parent teacher conferences.
- Ordered and distributed supplies.
- Supervised receptionist and student aides.

Receptionist/Specialist

Human Resources Department

Utah Valley State College

June, 1999 - October, 1999

- Assisted faculty, staff, students and general public with employment inquiries.
- Assisted applicants with all aspects of job application process.
- Prepared and distributed weekly job opening announcements.
- Provided telephone coverage, distributed mail and prepared mass mailings.
- Entered confidential employee data into college HRS System.
- Assisted with filing of employee records in file room.
- Supervised work study students and assigned workloads.

Assistant Director

Career & Technical Education

Utah Valley State College

October 20, 2003 – December 31, 2005

- Represented 32 vocational departments on campus.
- Trained department chairs/faculty regarding program offerings and curriculum.
- Assisted with administration of \$1 million dollar federal Perkins grant.
- Ensured compliance of federal and state grant guidelines.
- Prepared federal and state reporting for Perkins grant and CTE departments.
- Assisted CTE Director in determining and awarding CTE departmental sub-grants.
- Created grant procedures, forms, guidelines; trained CTE departments on grant process.
- Created training curriculum and trained grant applicants on procedures and guidelines.
- Tracked 50+ CTE departments' Perkins grant budgets and expenditures annually.
- Managed CTE Department's budgets and expenditures.
- Created and managed auditing procedures/documentation and assisted with audits.
- Founded/managed Women in Technology organization.
- Developed and implemented nontraditional training programs and strategies.
- Created and distributed promotional materials for Women in Technology programs.
- Developed and managed college's Faculty in Business Externship Program.
- Managed multiple CTE department projects, meetings, and events.
- Served on CTECC Consortium, coordinating region's high school and college programs.
- Supervised full-time and part-time employees and assigned workloads.

Creator/Director - Women in Technology Program

Career & Technical Education

Utah Valley State College

July 01, 2003 – December 31, 2005 (Held position simultaneously with CTE Assist Director)

- Created and directed programs and strategies to recruit, advise and retain students in nontraditional careers/majors.
- Acquired state and federal grant funding for program.
- Managed and ensured compliance of federal grant guidelines.
- Prepared federal and state reports and budgets and managed program expenditures.
- Trained faculty, staff, administrators and students in non-traditional career dynamics
- Organized and directed conferences, workshops, and trainings.
- Created and directed monthly "Women's Work" Lecture Series.
- Created and co-hosted online career exploration radio show "Hey---I Can Do That!"
- Designed and implemented Algebra Mastery Course for nontraditional students.
- Designed and distributed promotional materials targeting women and minorities.
- Created and directed student organization/club and recruited/trained student officers.
- Directed monthly student organization/club events and activities.
- Provided training regarding program elements to faculty, staff, administration, community leaders, organizations, Business and Industry, national/state conferences.
- Created and directed mentoring, job-shadowing, and career exploration programs.
- Assisted female students interested in pursuing small business ownership.

SUPPORTING EMPLOYMENT

Secondary Administrator (7-12)

Lumen Scholar Institute Public Charter School

September, 2016 – Present

- Administrator for Junior High, Concurrent Enrollment, and High School Programs
- Supervise Concurrent Enrollment Coordinator and Events Coordinator
- Lead Jr. High Faculty Meetings
- Support Teachers with Classroom Management and Order
- Organize, Promote and Assist with Recruiting Open Houses
- Assist Potential Students with Questions, Inquiries, Tours
- Foster Parent/Student Relations
- Lead High School Ambassadors & JR High Ambassadors
- Organized and directed 2-Day High School Retreat at Aspen Grove
- Assist and Supervise JR High and High School Monthly Activities
- Supervised Graphic Designer to Create Marketing Tools
- Responsible for JR High and High School Academic Assessments (MAPS, SAGE)
- Lead Institutional Accreditation Preparations
- Supervise Lunch and Lunchroom Volunteers

Creator/Director, CareerPassport Program

Institute for Professional Engagement/ Career Development Center, Utah Valley University

August 16, 2011 – August, 2016

- Created/Direct CareerPassport Program to enhance student career selection, exploration, and preparation in an engaged learning environment.
- Train faculty, staff, administrators, advisors, and students in career preparation topics.
- Teach engaged learning courses for Engaged Learning University Distinction (ELUD).
- Created CareerPassport Mentoring Program (CPM) and procedures, customized mentoring software, train mentees/mentors, and recruit career professionals as mentors.
- Created/direct monthly CareerPassport Lecture Series and Career “Hot Topics” Series.
- Created CareerPassport Club, manage events, train student officers.
- Created/direct annual CareerPassport Engaged Learning Retreat at Aspen Grove.
- Developed Professional Engagement Engaged Learning University Distinction (ELUD).
- Developed student career excursions, and organize/manage quarterly networking events.
- Designed CareerPassport and CPM websites and content.
- Established systems for participant registration, orientation, and tracking processes.
- Created 6 career courses/content/trainings/activities, and e-portfolio process.
- Recruit and advise student participants, provide classroom and campus presentations.
- Create program promotional materials and manage internal marketing campaigns.
- Develop/manage internal/external partnerships and participant incentive donors/donations.
- Manage department, program and endowment funds.
- Hire, train and supervise part-time and student employees.

Academic Advisor/Office Manager

Multimedia/CTE Department
Utah Valley State College
July, 2000 - July, 2002

- Advised students in class scheduling, program and graduation requirements.
- Assisted with curriculum development, course objectives, and articulation.
- Administered departmental scholarship program.
- Tracked departmental budgets and expenditures.
- Coordinated recruiting efforts and maintained accurate student records.
- Assisted with annual Multimedia Fair.
- Administered faculty evaluations each semester.
- Provided clerical support to dean, department chair, faculty and staff.
- Assisted Dean with federal Perkins grant administration.
- Prepared state and federal Perkins reports.
- Tracked both department's sub-grants and expenditures.
- Prepared auditing documentation and budget information.
- Created grant application forms and provided training regarding grant procedures/regulations.
- Supervised departmental Administrative Assistant.

RELATED REFERENCES

James E. Barnes

Retired AVP, Career & Technical Education
Utah Valley University
(503) 620-5575
barnesja.e@gmail.com

Shad E. Sorenson

Previous AVP, SASS & Wasatch Campus
Current Superintendent, Summit County
Utah Valley University
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Wayne Mangelson

Retired AVP, SASS & Wasatch Campus
Utah Valley University
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Karl Worthington

Retired AVP, Academic Affairs
Utah Valley University
(801) 225-8693

PROFESSIONAL ACHIEVEMENTS & ACTIVITY

Awards

- UVU Senior Executive Leadership Forum (UVSelf) Fellow, 2013-2014
- “Most Innovative Program – UVU CareerPassport,” Utah NASPA Conference, 2013
- UVU Student Affairs Division Vice President Award of Excellence Recipient, 2010
- National VOICES 100 Women Making a Difference Campaign Recipient, 2004
- UVSC Club Advisor of the Year (Women in Technology), 2004
- UVSC “We See You” Award Recipient, 1999
- UVSC Employee of the Quarter, 2000

Professional Leadership/Networking/Memberships

- President - UVU Professional Association of Campus Employees (PACE), 2015-2016
- President-Elect - UVU Professional Association of Campus Employees (PACE), 2014-2015
- President - Women’s Division of the Utah Valley Chamber, 2012/2013
- Vice President – UVU Professional Association of Campus Employees (PACE), 2002-2003
- Involvement Chair - UVU Professional Association of Campus Employees, 2010-2012
- Holiday Social Coordinator - PACE General Board, 2002-2003
- Salary, Benefits & Merit Bonus Committee Member - PACE General Board, 2002-2003
- Chair - Salary, Benefits & Merit Bonus Committee, PACE General Board, 2001-2002
- Academic Affairs Senator - PACE General Board, 2001-2002
- Holiday Social Host & Entertainment Coordinator, PACE General Board 2001-2002
- Scholarship Chair - Women’s Business Network, Utah Valley Chamber, 2015
- Member – Women in Business (Northern Utah County), 2015
- Member - Corporate Alliance, 2013-Present
- Member - International Association of Mentoring, 2013-Present
- Member - Women’s Business Network (Utah Valley Chamber), 2004-Present
- Member - National Association of Student Affairs Professionals (NASPA), 2011-Present
- Member - American Association of University Women (AAUW), 2003-2004
- Member - National Association for Women Business Owner (NAWBO), 2003-2004
- Member - Women in Leadership (WIL) Provo Division, 2003
- Member - Association for Career and Technical Education (ACTE), 2003-2005
- Member - Utah Career & Technical Education (UCTE), 2003-2005

Conference Event Management

- CareerPassport Engaged Learning Retreat, April, 2013, 2014, 2015, 2016
- UVU K-16 Alliance Counselor Conference, 2010, 2011
- UVU e-SEOP Pilot Program Excursion, 2011
- Shade Annual Personal Shopper Conference Event Director, March, 2007
- Women Celebrating Life Conference Event Director, January, 2006
- UVSC “You Go, Girl!” Women’s Conference Event Director, January, 2006
- UVSC “Inspire Me” Women’s Conference Event Director, April, 2005
- UVSC Statewide Nontraditional Careers Conference Event Director, July, 2004
- UVSC Nontraditional Careers Training Workshops Event Director, 2003-2004
- Women in Technology Conference Event Director, October, 2004