

MICHELLE S. BROWN, ED.D

EDUCATION

DOCTOR OF EDUCATION 1904-2010
Higher Education Athens, GA
University of Georgia

Dissertation: *Capitalizing With A Branch Campus: A Case Study in Institutional Strategy*
Major Professor: *Dr. J. Douglas Toma*

MASTER OF SOCIAL WORK 1992-1993
Administration, Planning, and Community Organization Columbia, SC
University of South Carolina

4.0 GPA

BACHELOR OF SOCIAL WORK 1990-1991
University of Georgia Athens, GA

Graduated *Magna Cum Laude*

ASSOCIATE OF ARTS 1987-1989
General Education Franklin Springs, GA
Emmanuel College

Graduated *Magna Cum Laude*

PROFESSIONAL EMPLOYMENT

ACTING ASSOCIATE VP/DEAN OF STUDENTS March 2013- Present
University of North Georgia Gainesville/Watkinsville, GA

Supervisor: Dr. Tom Walter, VPSA

- Following the departure of the Associate VP/Dean of Students in Gainesville, I am serving in the interim as the Dean of Students for two (Gainesville and Oconee) of the three non-residential campuses of the University of North Georgia. I share the responsibilities as Dean of Students for the Cumming Campus that continues to evolve after launching in August, 2012. I am responsible for assessment and professional development for the Division of Student Affairs. Finally, I supervise the units of Student Counseling, Student Disability Services, Career Services, and Multicultural Student Affairs for the four campuses of the University of North Georgia.

ASSISTANT VP/DEAN OF STUDENTS January - March 2013
University of North Georgia Watkinsville, GA

Supervisor: Dr. Tom Walter, VPSA

- Serve as the chief student affairs officer for the Oconee Campus for the multicampus University of North Georgia. Responsible for professional development for the Division of Student Affairs for all four campuses of the University of North Georgia. Directly supervise the Director of Student Services, the Director of Student Involvement, and the Administrative Assistant to the AVP/Dean of Students.

ASSOCIATE VP, STUDENT AFFAIRS <i>Gainesville State College—Oconee Campus</i> Supervisors: Dr. Margaret Venable, CEO/VP, Oconee Campus Dr. Tom Walter, VP Student Affairs	2011-2012 Watkinsville, GA
ASSISTANT VP, STUDENT AFFAIRS <i>Gainesville State College-Oconee Campus</i>	2010-2011 Watkinsville, GA
DIRECTOR OF STUDENT DEVELOPMENT AND ENROLLMENT MANAGEMENT <i>Gainesville College/Gainesville State College</i>	2003-2010 Watkinsville, GA
DIRECTOR OF ACADEMIC AND SUPPORT SERVICES, ATHENS CENTER <i>Gainesville College</i>	2001-2003 Athens, GA

- Position/title evolved as responsibilities increased, largely coinciding with the growth of the Oconee Campus as it emerged from an instructional center (2001) to a branch campus (2003). The campus became a part of the consolidated multicampus University of North Georgia in January, 2013. Initial student enrollment for the Athens Center in fall 2001 was 212. An oversubscribed campus, current student enrollment exceeds 2,400. According to metrics developed by the University System of Georgia, the Oconee Campus space utilization study revealed an extraordinary .84 rating of space utilization.
- While serving additionally as Director of Student Activities at the Gainesville Campus, I also assumed responsibilities for the Athens Center in summer 2001. I began on a full-time basis at the Athens Center as Director of Academic and Support Services in 2002. After moving to the current campus location (Watkinsville) in June, 2003, I served as Director of Student Development and Enrollment Management until 2010. Following earning my doctorate in 2010, I was promoted to Assistant VP of Student Affairs then promoted again in 2011 to Associate VP of Student Affairs.

Responsibilities as Associate VP of Student Affairs:

- Aligning with USG and GSC policies and procedures, provide oversight and strategic leadership for the Division in collaboration and communication with Gainesville Campus personnel.
- Represent Student Affairs on the Oconee Campus Leadership Team.
- Responsible for budget planning and oversight of all areas within Student Affairs (except Admissions)
- With the exception of Admissions, provide supervision to all functional areas within the Student Affairs Division at the Oconee Campus. Areas of oversight: Enrollment Services (Financial Aid, Student Records, Student Accounts, and Testing); Career and Transfer Services; Disability Services; Personal Counseling and Wellness; and Student Life (including Intramurals and Diversity Initiatives). Provide formal evaluation to all direct supervisees, ensuring appropriate strengths-based professional development opportunities corresponding with personal and professional goals.
- Provide support, training, and consultation to campus constituents regarding student concerns, issues and extenuating circumstances, including those that warrant attention from the Care Team (Behavior Intervention Team). Chair the Oconee Campus Behavior Intervention Team.
- Serve as the student conduct officer for the Oconee Campus, ensuring due process and encouraging learning through educational sanctions for students and organizations as outlined by the Code of Conduct.
- Plan, implement, and assess Professional Development for the GSC Student Affairs Division. Chair the Student Affairs Division Professional Development Committee.
- Plan, implement and assess SOAR (Student Orientation, Advisement, and Registration) Parent/family member sessions.
- Serve as the ROTC contact for Gainesville State College, assisting students who are interested in participating in the Air Force or Army ROTC program that Gainesville State College holds an agreement with the University of Georgia. Register students for ROTC classes and fill out any required documentation associated with their enrollment.
- Provide registration assistance during each enrollment cycle.
- As a part of the consolidation with North Georgia College and State University in January, 2013, I served on the Student Affairs Core Team, Code of Conduct Workgroup, and Multicampus Workgroup.

DIRECTOR OF STUDENT ACTIVITIES
Gainesville College

1997-2002
Gainesville, GA

Supervisor: Dr. Tom Walter, VP Student Affairs

- Provided oversight and monitored the student activity fee revenue budget for 25+ clubs/organizations.
- Maintained a co-curricular transcript system.
- Prepared annual report and assessment plan for area.
- Served as Student Center facility manager that included a game room.
- Published the Student Handbook and the Club and Organization Handbook.
- Supervised all Student Activities staff and student workers.
- Advised the Student Government Association. Coordinated hosting the state Student Advisory Council conference (January, 1998).
- Advised the Campus Activities Board. Ensured a broad array of cultural, educational, recreational and social programs for students. Authorized contracts.
- Administratively responsible for all student orientation sessions and Honors Day program.
- Organized and led student retreats and other leadership training activities.

COORDINATOR OF STUDENT ACTIVITIES/SOCIAL SCIENCES ACADEMIC ADVISOR
Gainesville College

1994-1997
Gainesville, GA

Supervisor: Ms. Karen Hawkins (Student Activities); Dr. Amy Reeder (Social Sciences)

- Planned and implemented campus activities.
- Facilitated team-building and leadership training for clubs/organizations.
- Responsible for all evening events and activities in the Student Center.
- Academic advisor for 200+ Education majors. Developed and facilitated a forum for all education majors. Coordinated a program in which representatives from Schools of Education informed students regarding transfer.
- Representative for the Social Sciences department for all enrollment cycles.
- Instructor of health and physical education for the Summer Scholars Institute, an intensive four-week summer program for rising 8th, 9th, and 10th grade “at promise” students.

FAMILY SERVICES COORDINATOR
Banks County Preschool

1993-1995
Homer, GA

Supervisor: Ms. Willadene White

- Prepared state and federal reports for Pre-K program affiliated with Ninth District Opportunity and financed by Georgia lottery.
- Coordinated health and human services for families; made home visits. Assisted families in crisis.
- Facilitated educational workshops for the school.
- Worked in a full-time capacity from 1993-1994; assumed a part-time, contractual basis in 1994 when I began working at Gainesville College.

QUALITY ASSURANCE ASSOCIATE
SC Health and Human Services Finance Commission

1992-1993
Columbia, SC

Supervisor: Mr. George Appenzeller

- Travelled statewide. Paired with a nurse, I collected and organized data for reports that the Director provided to the South Carolina Legislature regarding the efficacy of various state Health and Human Services programs.

 TEACHING EXPERIENCE

- **Leadership Development** (LEAD1502): designed to provide students with an understanding of leadership and the opportunity to apply this knowledge to themselves and others.
- **Service Learning** (SVLN1502): an introduction to the concept of service learning and the philosophy and principles that serve as its foundation. Students participate in service learning and integrate the experience with personal and societal values surrounding important issues and problems in American society.
- **Gainesville State College Experience** (GSCE1101): designed to help students cope with the demands of college: strengthen study, interpersonal communication, and stress management skills; develop a better understanding and awareness of their personal, educational, and career goals.
- **Basketball** (PHED1107): provides instruction and practice on the basic skills of basketball, rules of the game, sportsmanship and the opportunity to play basketball on a recreational level.

 PROFESSIONAL ACCOMPLISHMENTS

OFFICES HELD, CERTIFICATIONS, AWARDS & AFFILIATIONS

- GSC Staff Council President (2000-2001)
- Foundations of Excellence®—Chair, Philosophy Dimension
- Grant Writing Certification
- *Habitudes* Certification (Leadership Development curriculum designed for the iY generation)
- National Junior College Academic All-American (Basketball, 1989)
- Certified Leadership Development Instructor –*Phi Theta Kappa*
- 2006 GSC Eleanor Crawford Award (Outstanding Staff Member chosen by Faculty and Staff)
- Leadership Oconee (2004), Oconee County Chamber of Commerce
- Member: *National Association of Student Personnel Administrators*
- Member: *Georgia College Personnel Association*
- Member of UNG Executive Council
- American Heart Association BLS for Healthcare Providers (CPR and AED) Program Certification
- Facilitator: Project Adventure trained, Low Ropes and Initiatives
- Member: Georgia Association of Women in Higher Education

PRESENTATIONS AND ARTICLES

- A list is available upon request.

STRENGTHSQUEST TOP 5

- Learner
- Ideation
- Relator
- Belief
- Self-Assurance