

## Mary D. Transue



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### Relevant Experience

**University of North Georgia, P.O. Box 1358, Gainesville, GA 30503**  
**Associate VP of Executive Affairs, 1/8/2013 - current**

- Report to the VP of Executive Affairs.
- Serve as the primary liaison between UNG and the local and state government agencies.
- Develop university strategies, in conjunction with the VP of Executive Affairs and the VP of Finance, to ensure policy and funding initiatives for the University are moved forward effectively.
- Develop and strengthen relationships with policy makers at the local, state and federal level to enhance opportunities for the University.
- Is responsible for oversight of the Office of Government Relations, Community Engagement, Continuing Education, and Grants and Contracts for the University.
- Develop and provide oversight for implementation strategies for regional and community engagement through Continuing Education, Community Outreach, and the formation of business partnerships for the four campuses.
- Ensure the department of Grants and Contracts provides optimal funding to enhance opportunities for growth of the University.
- Represent the University in northeast Georgia through presentations, involvement on collaborative committees, and participation in community events.

**Gainesville State College, P.O. Box 1358, Gainesville, GA 30503**  
**V.P. Institutional Advancement/CEO GSC Foundation, 7/01/2009 – 1/8/2013**

- Report to the president; providing counsel, guidance, and leadership as a senior executive of Gainesville State College.
- Serve on the President's Executive Council.
- Serve as CEO of the GSC Foundation.
- Develop and provide financial oversight of the Institutional Advancement Office and GSC Foundation budgets and operation.
- Direct major donor development, solicit major gifts & provide stewardship to donors.
- Oversee the planning and coordination of the College's fund raising programs, events and activities.
- Oversee public relations, communications and marketing of the College.
- Oversee Alumni programs and activities.
- Assure compliance with USG, IRS and Non-profit financial regulations.
- Assist in building and maintaining positive civic relationships in the northeast Georgia region.
- Represent the College and Foundation in northeast Georgia through presentations, involvement on collaborative committees, and participation in community events.

**Gainesville State College, Development Office, P.O. Box 1358, Gainesville, GA 30503**  
**Development/Major Gifts Officer, 11/2007 – 06/30/2009**

- Cultivated relationships with existing donors and identified individuals, corporations, and organizations for potential major gifts.

Mary D. Transue

- Solicited major gifts.
- Collaborated with development team on cultivation activities and special events.
- Functioned as lead team member to develop, monitor, and enhance the theatre expansion capital campaign efforts (reduced building cost by \$1.5M by value-engineering the design while maintaining required space allocation).
- Represented the College and Foundation in northeast Georgia through presentations, involvement on collaborative committees, and participation in community events.

**Community Helping Place**, 2030 Hwy. 19 North, Dahlonega, GA 30533

**Executive Director**, 12/2004 – 11/2007

- Increased and maintained visibility and community awareness of the organization (CHP), its programs and the needs in Lumpkin County.
- Represented the organization in Dahlonega and Lumpkin County through presentations, involvement on collaborative committees, and participation in community events.
- Planned and coordinated the organization's fund raising programs, events and activities.
- Identified, cultivated, and solicited donations from businesses, civic and professional groups, individuals and foundations; significantly increased support.
- Identified and wrote grant proposals.
- Managed the overall operation of the organization and volunteer base.

*\*\* 9/2000 – 12/2004 Furthered education as a full time student at North Georgia College and State University.*

**Chestatee Regional Hospital**, Dahlonega, GA

**Director of Business Office Services**, 5/1999 – 8/2000

- Improved hospital relations with the community, physician offices, and third party payers, as well as government and regulatory agencies.
- Monitored and negotiated third party and governmental reimbursement to insure timely payment.
- Developed and managed annual operations budget.
- Reduced bad debts and brought accounts receivable into acceptable parameters for the corporate office - Net Care, Inc.
- Provided leadership for the overall operations of the Business Office, Outpatient, Emergency and Inpatient registration departments.
- Reorganized reporting departments and staffing, and streamlined duties.
- Trained personnel, coordinated with other departments, and designed master files for successful hospital computer and mainframe conversion.

**RE/MAX Greater Atlanta/ 400 Lanier**, Cumming, GA

**Office Administrator**, 6/1995 – 5/1999

- Reported to the managing partner providing counsel, guidance, and leadership as a liaison between the corporate office and local agency.
- Audited contracts, closings, escrow accounts, and agent billing to maintain legal, accounting, and budget compliance.
- Insured efficient operation of support functions for the broker and 65 agents.
- Maintained positive relationships between customers, agents and staff.

Mary D. Transue

### Additional Healthcare Experience

**HealthTrust Inc.**, Nashville, TN

**Regional Coordinator**, 2/1991 – 5/1994

- Responsible for Business Office operations, accounts receivable, reimbursement and annual budget compliance for 15 hospitals in the Southern Region.
- Insured compliance with internal audit recommendations.
- Worked closely with Regional V.P. to insure monthly and annual corporate standards and goals were met for the region.
- Assessed strategic goals, monitored progress and initiated adjustments as needed based on local demographics and case mix.
- Improved hospital relations with the communities, physician offices, and third party payers, as well as government and regulatory agencies.
- Monitored and negotiated third party and governmental reimbursement to insure timely payment.
- Scheduled, organized and presented regional seminars and meetings for Business Office Directors.
- Prepared facilities and coordinated hospital mainframe conversions with minimal disruption to overall operations to avoid adverse impact on accounts receivable.

**Business Office Director**, various facilities within GA and MS 1979 – 1991

- Managed the overall operations of the Business Office, Outpatient, Emergency and Inpatient registration departments.
- Maintained accounts receivable and bad debts within corporate standards for the facility.
- Developed strong working relationships with other healthcare entities within the healthcare community as well as government and regulatory agencies.

### Additional Skills

- An innate sense of intuition.
- An ability to read people and situations.
- The ability to grasp broad, interrelated concepts.
- The ability to think logically and draw conclusions.
- The ability to communicate and present information well.
- The ability to establish and maintain personal and professional relationships based on integrity and trust.
- A well-defined, high level of ethical standards.
- A depth of experiences in the corporate setting as well as higher education and the non-profit sector.

### Education

North Georgia College and State University - Bachelor of Science, Psychology,  
December 2004 – Graduated with honors through the NGCSU Honors Program.

Coles College of Business - Executive Leadership for Women in Higher Education.  
Completed July 2011.

HCA Business Office Managers Program – a year long, intensive training program provided through the HCA corporate office. Completed 1981.

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Memberships

Gainesville Rotary Club  
Hall County Chamber of Commerce  
Cumming/Forsyth Chamber of Commerce  
Northeast Georgia Health Systems Finance Committee  
Northeast Georgia Health Systems Quality Performance Improvement Committee (QPIC)  
Northeast Georgia Health Systems Audit Committee  
GSC Nonprofit Development Club – Student Club Advisor  
Georgia Education Advancement Council  
Council for Advancement and Support of Education  
Gainesville Commerce Club  
Gainesville Newcomers Club  
Phi Kappa Phi  
Psi Chi  
Pi Gamma Mu