

BRENDA K. FINDLEY, Ed.D

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Education

- Ed.D in Educational Leadership with an emphasis in Higher Education Administration (College of Education Honor Graduate), *University of Houston*
- M.A. in Business/Human Resource Management, *University of Houston-Clear Lake*
- B.S. in Psychology with an emphasis in Statistics and Methods, *Christopher Newport University*

Professional Experience

October 2008 – **Associate VP for Financial Services (previous job title: Associate VP for Administration)**

Present *North Georgia College & State University, Dahlonega, GA (October 2008 – December 2012)*

University of North Georgia, Dahlonega, GA (January 2013 – Present)

- Responsible for oversight and ensuring the effectiveness and efficiency of the Offices of the Comptroller, Human Resources, Payroll, Procurement, Logistical Support, Postal Services, and Risk Management & Compliance. Ensure that the university's accounting, financial, and administrative requirements are met; provide oversight for the development and update of policies and procedures.
- Participate in strategic planning related to the administrative and organizational effectiveness of the Business & Finance division. Respond to requests for information from the Georgia state legislature and the University System of Georgia's Board of Regents. Provide information and assistance related to university compliance with a variety of Board of Regents, State, and Federal policies, laws and regulations.

April 2007 – **Director of Human Resources, University of North Georgia**

October 2008 *(Formerly North Georgia College & State University), Dahlonega, GA*

- Responsible for all aspects of human resources management, to include benefits, employment, position control, classification and compensation, payroll, training, performance review, and employee relations. Developed staff compensation plan. Worked closely with Budget Office and Comptroller's Office to ensure appropriate position control and accuracy of staff and faculty position funding.

April 2004 – **Director of Human Resources, Clayton State University, Morrow, GA**

April 2007

- Responsible for all aspects of human resources management, to include benefits, employment, position control, classification and compensation, payroll, training, performance review, and employee relations. Developed staff compensation plan. Worked closely with Controller's Office to ensure appropriate position control and accuracy of staff and faculty position funding.
- Developed streamlined practices for reporting AA/EEO data related to employment processes.
- Responsible for oversight of tax treaty information, H1-B visa and Permanent Residency applications.
- Participated in the President's Cabinet meetings as a representative for the Vice President of Business & Operations when the VP was unavailable. Participated as a member of the university's Budget Council.

October 2000 – **Employment & Benefits Manager, *University of Houston*, Houston, TX**

April 2004

- Ensured compliance with all university policies and federal and state employment regulations. Ensured compliance with federal standards for employment of foreign nationals.
- Researched online employment application vendors, prepared RFP, and negotiated contract with PeopleAdmin for all five campuses of the University of Houston System. Coordinated RFP, review and implementation of the university's temporary personnel contract.
- Successfully coordinated an Internal Revenue Service audit of all employee/employer contributions to the University of Houston System 403(b) retirement program, reducing required distributions and penalties from \$20 million to \$2 million.
- Responsible for collection and submission of affirmative action/equal opportunity data.
- Administered University of Houston-City of Houston partnership for employment of underprivileged youth.

January 1998 – **Compensation/HR Information Systems Specialist, *University of Houston-Clear Lake*, Houston, TX**

October 2000

- Responsible for pay plan development, position classification and reclassification of all staff positions.
- Responsible for university recruiting and staffing, to include advising departments on legal and regulatory requirements.
- Responsible for Affirmative Action statistical reporting.
- Created and maintained university's Human Resources web site and its applicant tracking system.
- Acted as senior human resources professional in the absence of the Executive Director.

June 1997 - **Senior Secretary, Office of Enrollment Services, *University of Houston-Clear Lake*, Houston, TX**

December 1997

- Provided administrative support to the Executive Director, Enrollment Services.
- Provided assistance with student recruiting, advising, and admissions.
- Provided assistance with records and registration processes.
- Responsible for special projects and enrollment statistics reporting.

July 1996 - **Executive Secretary, Department of Computer Science, *College of William & Mary*, Williamsburg, VA**

June 1997

- Provided advanced administrative support to the Department Chair; scheduled meetings, conferences and travel.
- Responsible for faculty search process, student employment, and payroll functions.
- Maintained departmental expenditures, including reconciliation and reporting for 14 grants and department's maintenance and operation accounts.
- Participated in student recruitment and advising activities.

August 1988 - **Quality Assurance Shift Coordinator, *St. Laurent Paper Products*, West Point, VA**

December 1993

- Responsible for supervision of 24 quality assurance employees throughout the papermaking process in a collective bargaining environment.
- Analyzed, interpreted and reported statistical information regarding quality and environmental impact.
- Responsible for employee counseling, scheduling, timekeeping and performance review. Participated in employee grievance hearings and processes.

October 1986 – **Office Manager, Law Offices of Peter Vincent, Edgartown, MA**
June 1988

- Responsible for coordination of the office, including hiring and supervision of support staff.
- Responsible for county level administration of state mandated program to provide legal representation to indigent defendants. Duties included payment to participating attorneys, reconciliation of accounts and preparation of financial reports.

September 1984 – **Computer Programmer/Operator, National Fruit Products, Winchester, VA**
October 1986

- Created, maintained and updated COBOL language programs and job control software.
- Responsible for operation of IBM 4361 computer.
- Provided remote support utilizing CICS interactive programming language to capture and refine screen data from remote sites.

May 1978 - **Computer Operator, White Sands Missile Range, White Sands, NM**
September 1984

- Provided classified computer support for U.S. Army war games and missile testing.

Professional Affiliations

- Member of the Southern Association of Colleges and Schools/Commission on Colleges Evaluator Registry
- National Association of & University Business Officers (NACUBO)
- Southern Association of College & University Business Officers (SACUBO)
- Georgia CUPAHR (Founding Member)
- National CUPAHR (Member of the Effective HR Practices Task Force)
- University System of Georgia Human Resources Association (Past President)
- Texas School of Business (Advisory Board Member)