

McCartney Andrews Johnson



Education:

- Doctorate in Educational Leadership and Policy Analysis, Concentration in Higher Education, *East Tennessee State University* (2014 – 2019)
- Masters in Professional Studies, Concentration in Strategic Leadership, *Austin Peay State University* (2013-2014)
- Bachelors of Science in Psychology with a minor in Criminal Justice and International Studies, *Austin Peay State University* (2010-2013)

Professional Experience:

Deputy to the President, Office of the President, *Sam Houston State University* (June 2021 – present)

- Serve as a principal advisor and aide to the President and is a contributing member of the President's Cabinet.
- Collaborate with other members of the University's executive leadership team to deliver results in support of the President's initiatives and University priorities.
- Oversee executive communication, media relations, and day-to-day flow of information to, and on behalf of, the Office of the President.
- Manage projects, oversees major administrative activities, and identifies and resolves issues.
- Serve as the President's liaison to the Texas State University System (TSUS) Office, coordinating document submissions and preparation of the University's materials for the TSUS Board of Regents and other meetings.
- Review and prepare reports on state legislation that impacts the University in conjunction with the Texas State University System Office.
- Oversee the President's events, including working with University's catering company, designing invitations and programs, and assisting in script writing and run of shows.
- Develop positive relationships with the campus community, serving as the primary contact for the Office of the President.
- Represent the President at events and meetings and serves as the President's liaison on matters of policy and procedure.
- Oversee preparation of presentations for internal and external audiences.
- Prepare quality briefs of information, data, and recommendations based on in-depth, critical analysis for the President.
- Provide guidance to the President relative to President's Office financial accounts.
- Oversee and develop three staff and maintain the President's calendar.

Administrative Specialist, Office of the President, *Austin Peay State University* (May 2018 – May 2021)

- Coordinate the annual budget process for the Office of the President. Prepare reports and documents for budget hearings before the TN General Assembly.
- Draft written communication for a variety of purposes, such as reports, speeches, letters, presentations, and Office of the President's Web pages.
- Create PowerPoint and other presentations as directed by the President.
- Research, gather, organize, and summarize data for briefings and special projects.
- Develop, manage, plan, coordinate, and organize special and/or confidential project as directed by the President or the Assistant Vice President for Community and Government Relations.
- Review presidential communications (speeches, remarks, letters, articles, etc.) that are provided by the Public Relations team to ensure that the President's voice and vision are being properly communicated. Present drafts to the President for final review.
- Facilitate the work of the Office of the President by distributing and keeping accurate financial records for the office.
- Perform supervisory duties delegated by the President, including approving leave reports, timesheets, and corporate/travel purchases of direct reports.
- Assist in hosting events and donors in the President's box suite.
- Manage and coordinate event staff for Commencement, including preparing communications to campus for volunteers, overseeing training, and managing event staff on the day of the ceremonies.
- Develop, manage, plan, coordinate, and organize special events for the Office of the President, such as the Board of Trustees meetings, Commencement, Faculty and Staff Convocation, and other events hosted by the President.
- Serve as a team leader for the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Readiness Audit.

Interim Secretary to the Board of Trustees, Office of the President, *Austin Peay State University* (December 2018 – April 2019 and July 2020 – March 2021)

- Serve as the primary staff member for the Chair and the Board of Trustees, including staffing, facilitating information flow from senior staff, and communications to the campus constituents.
- Plan, coordinate, and organize presenters to the Board of Trustees, including senior staff and State officials.
- Prepare meeting and presentation materials, including agendas, materials, PowerPoints, and scripts, for the Board of Trustees meetings in BoE Connect (Board portal software).
- Support the work of Board Committees by reviewing agendas, materials, and scripts provided by senior staff.
- Prepare and review meeting notices.
- Draft written communications on behalf of the Board regarding the Performance Audit and Sunset Hearing for the Board of Trustees with the State General Assembly.

- Develop, manage, coordinate, and organize the preparations for the Board of Trustees meetings.

Assistant Secretary to the Board of Trustees, Office of the President, *Austin Peay State University* (November 2019 – present)

- Prepare meeting and presentation materials, including agendas, materials, PowerPoints, and scripts, for the Board of Trustees meetings in BoE Connect (Board portal software).
- Support the work of Board Committees by reviewing agendas, materials, and scripts provided by senior staff.
- Serve as the primary contact regarding the technology for the Board of Trustees, including Board portal software and Zoom technology used for meetings.
- Maintain and update the Board of Trustees website with agendas, materials, and meeting minutes.
- Review and edit captions of the Board of Trustees livestreamed videos on YouTube.
- Develop, manage, coordinate, and organize the preparations for the Board of Trustees meetings.

Secretary to the Presidential Search Committee, Office of the President, *Austin Peay State University* (July 2020 – December 2020)

- Serve as the primary staff member for the chair of the search committee and the search member.
- Prepare minutes of meetings of the presidential search committee.
- Monitor the candidate files maintained electronically by the search firm and provide printed copies when requested.
- Keep financial records of the institution's expenses in the search, and process invoices for expenses incurred.
- Prepare communications of the search committee for the chair's review and distribution to the campus community.
- Manage arrangements for on-campus interviews.
- Maintain frequent communication with the search firm and the chair of the committee regarding the presidential search.

Senior Administrative Assistant, Office of the Vice President for Finance and Administration, *Austin Peay State University* (July 2015 – May 2018)

- Serve as general office manager.
- Coordinate APSU policy administration, including scheduling policy committee meetings, assisting with policy revisions; maintaining the APSU policy website; and taking minutes of all policy committee meetings.
- Assist with the preparation of the Board of Trustees' Business and Finance Committee meetings.
- Prepare letters, memorandums, and reports; compose from drafts, notes or dictation.
- Assist with the preparation and distribution of budget documents.

- Assist with maintaining APSU budget files.
- Make travel arrangements; prepare and process travel authorizations/claims, etc.
- Maintain and monitor budget expenditures.
- Maintain various Finance and Administration division web pages.

Administrative Assistant III, Learning Opportunities Center, *Austin Peay State University* (Oct. 2014- July 2015)

- Provide support to four offices (Learning Opportunities Coordinator, International Education, Office of Undergraduate Research, and E-Portfolio/E-Dossiers Specialist).
- Create travel arrangements for the Learning Opportunities Center staff, as well as travel authorizations and other university forms.
- Schedule and attend meetings to take minutes.
- Serve as receptionist for the center.
- Maintain and reconcile budgets.
- Assist with student travel grants.

Publications:

- Johnson, M. (2019). "The Alignment of the Budget Allocation Process to the Strategic Plan at a Liberal Arts University: A Case Study." Dissertation.

Teaching Experience:

- APSU Freshmen Experience Course (APSU 1000) – Fall 2019 and Fall 2020

Professional Memberships:

- APSU Circle of Omicron Delta Kappa
- Psi Chi International Honor Society in Psychology
- National Association of Presidential assistants in Higher Education (NAPAHE)