

JOELLEN NEWMAN TIPTON



EDUCATION

B.A., Criminology and Corrections, May 1983 -Sam Houston State University

M.A., Criminology and Corrections, May 1988 -Sam Houston State University

CONTINUING EDUCATION

The Management Seminar, February 1990 – Texas A&M University

RELATED WORK EXPERIENCE

(February 2023- Present)

EXECUTIVE DIRECTOR, RESIDENCE LIFE AND LOWMAN STUDENT CENTER

Division of Student Affairs, Sam Houston State University

Added oversight of all LSC facility operations and direct supervision of Director of LSC to previous responsibilities. Also added responsibilities of serving as Campus Coordinator for Texas Leadership Scholars program, (a new Division of Student Affairs initiative in partnership with THECB), as well as oversight and administration of Student Service Fees Advisory Board functions for the division.

(June 2013 – January 2023)

EXECUTIVE DIRECTOR, RESIDENCE LIFE AND LIVING-LEARNING PROGRAMS

Department of Residence Life, Sam Houston State University

Provides administrative leadership in fiscal planning, personnel management, policy and procedure development and implementation, and facility improvement and ongoing maintenance to support the needs of over 4000 residential students. Prepares and submits status reports to the Vice President for Student Affairs. Directly supervises two Directors, one Assistant Director and an Administrative Coordinator II.

(November 2000 – May 2013)

DIRECTOR OF RESIDENCE LIFE

Department of Residence Life, Sam Houston State University

Responsible for entire department. Serves as the official representative of the department on various University committees. Develops and approves all official departmental policies, procedures, and publications. Coordinates the crisis response actions for professional staff on serious incidents that occur in the residence halls. Oversees selection and training of professional staff and provides opportunities for professional growth and development. Direct supervision of three Assistant Directors and a Secretary III, and coordination of major projects such as renovations.

(August 1995 – November 2000)

BUSINESS MANAGER

Department of Residence Life, Sam Houston State University

Responsible for most departmental financial functions, including administering budget and auditing financial statements, receipts, and deposits. Coordinated the marketing and technology needs for the department; coordinated summer conference program and served as departmental liaison to Physical Plant. Directly supervised Office Coordinator, Accounting Clerk III and two Coordinators for Summer Conferences.

(October 1990 -December 1993)

COORDINATOR OF RESIDENCE LIFE

South Area

Department of Student Affairs. Texas A&M University

Responsible for the overall coordination and operation of an area of 13 residence halls housing over 4,400 students. Direct supervision of three professional-level Area Coordinators, one Staff Assistant, one Custodial Supervisor, one Maintenance Supervisor, and two Secretaries. Indirect supervision of 13 graduate Resident Directors, 73 undergraduate Resident Advisors, 36 full-time custodial and three maintenance personnel, and 23 other student workers. Duties included oversight of all staff selection, training, and evaluation processes, housing assignments process, custodial and maintenance operations, area mail operations, summer conference custodial and linen operations, and management of four separate budgets in excess of \$800,000.00. Served as conduct hearing appeals officer for area. Involvement in various departmental and division committees.

(August 1987 -October 1990)

AREA COORDINATOR

North Area

Department of Student Affairs, Texas A&M University

Responsible for the daily supervision of five to seven residence halls housing approximately 1,100 students. Direct supervision of five to seven graduate Resident Directors and one student assistant. Indirect supervision of 20 to 28 undergraduate Resident Advisors. Duties included selection, training and evaluation of student staff, planning and evaluation of Fall and Spring Training Workshops, conducting disciplinary hearings, serving as instructor of an accredited Resident Advisor class (EPSY 489), advising hall council, handling damage billing process, and conducting in-service programs for staff and hall councils. Also served as Summer Housing Coordinator (Summer 1989) which included handling deposits, assignments, cancellations, and summer occupancy reports.

(August 1983 -August 1987)

RESIDENCE HALL DIRECTOR

Belvin-Buchanan Hall

University Housing, Sam Houston State University

Responsible for daily operations of a building housing 250 female residents. Direct supervision, training, and evaluation of four Resident Assistants. Duties Included enforcing University and Housing policies, planning and promoting educational and social programs, advising residence hall council, serving as a personal counseling source, and handling disciplinary problems within the residence hall. Also restructured filing system for all Housing discipline records, upgraded various Housing publications, and served on various committees.

SELECTED SHSU ACTIVITIES AND COMMITTEES

Bearkat Learning Community Advisory Board 2003-2015
Campus Coordinator, Texas Leadership Scholars, October 2022-present
CFO/VPFO Search Committees 2008-09, 2010-11, 2022
Common Reader Selection Committee 2015-2022
COVID-19 Working Group March 2020 – August 2021
Emergency Response Team 2001-present
Faculty-in-Residence Advisory Committee 2018-present
Instructor for UNIV 1301 (formerly SAM 136) Spring 2005, Fall semesters 2005-2019
President's Council, 2020 – present
Strategic Plan Task Force, Co-Lead, Priority 2-Goal 5, 2022
Student Service Fees Advisory Committee, Chair (non-voting), 2023-present
VPSA Search Committee 2023-24

OTHER ACTIVITIES, HONORS AND AWARDS

Senior Housing Officer Liaison, Southwest Association of College and University Housing Officers (SWACUHO), 2020-22
SWACUHO Host Committee, 2020 and
Past President, SWACUHO, 2014-15
President, SWACUHO, 2013-2014
President-Elect, SWACUHO, 2012-13
SHSU Alumni Association Board of Directors, January 2004 – December 2006
Bob Cooke Distinguished Service Award, SWACUHO, February 2003