

Frank E. Parker
Box 2237
Sam Houston State University
Huntsville, Texas 77341

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I. GOAL

To assist the Office of the President in providing expertise and leadership in the development and operation of a major division of the University. To serve the student body of Sam Houston State University with the utmost precision, care and diligence while performing my duties and responsibilities as Vice President for Student Services.

II. EDUCATION

- | | | |
|----|-----------------|--|
| A. | Graduate School | Sul Ross State University - Alpine, TX
Graduated May 1979
Master of Arts (MA)
Political Science (Public Administration) |
| B. | College | Sul Ross State University - Alpine, TX
Graduated May 1977
Bachelor of Science (BS)
Political Science |
| C. | High School | Bay City High School - Bay City, TX
Graduated May 1973
College Preparatory |

III. EXPERIENCE

- A. **Vice President for Student Services** June 2005 – Present

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Huntsville, Texas 77341*

- Make commitments and decisions of a final nature which are limited only by law, University-wide regulations and policies including authority to formulate and revise policies dealing with varied and complex problems subject only to review by the President.
- Responsible for the planning, coordination, and directing of the work program of an entire division of SHSU. Duties require executive ability of a high caliber in coordinating two or more diversified programs to assure accomplishments of the complete goal or mission.

III. EXPERIENCE (continued)

- Communicate with outside contacts which relate to high level and controversial phases of a major activity of SHSU in order to obtain the support and cooperation of top government officials and/or business executives.
- Must be familiar with university structure, policies, rules, and procedures for a major division of the university.

B. **Associate VP for Student Services/
Dean of Students** June 2001 - June 2005

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P. O. Box 2508 SHSU
Huntsville, Texas 77341*

- Responsible for the following functional areas of student life: Judicial Affairs, Students' Legal Services, Dean of Students' Office, Recreational Sports, Student Activities, and Lowman Student Center.
- Responsible for program development in the Dean of Students' Office such as, Freshman Orientation, E.X.C.E.L. (Encouraging X-cellence through Co-curriculum Education and Leadership) and Sam C.A.R.E.S. (Committed Attitude, Responsible Educated Service).
- Reviews and makes recommendations to the Vice President for Student Services on policy changes, procedures, budget items and personnel recommendations from departments.
- Counsels with deans/directors on policy recommendations, statements, procedures and programs and recommends changes when indicated.
- Makes recommendations for the establishment of positions, employment, termination, changes in status and salary changes.
- Counsels with all employees in above departments when circumstances dictate.
- Advises department directors/deans on student life policy interpretations. Makes decisions involving student life policies and procedures.
- Counsels with students.
- Transmits concerns with opinions and decisions to other university staff when indicated.

C. **Associate Dean of Student Life** March 2001 - June 2001

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P.O. Box 2508
Huntsville, Texas 77341*

- Responsible for the administration of student discipline, which includes counseling, interviewing, investigating, and applying sanctions.

III. EXPERIENCE (continued)

- Assist with budget planning, management of staff, policy procedure and development and the administration of the Code of Student Conduct.
- Serve as the primary administrator in the absence of the Associate Vice President for Student Services.
- Serve as a member of the University Crisis Team, which is on call 24 hours a day.
- Responsible for the research, development and editing of the annual student handbook: "Guidelines".
- Coordinate Campus Parking Appeals. Work very closely with selected housing personnel on programs, activities and discipline.
- Serve as the coordinator and director of the Freshman Leadership Program.
- Responsible for assessing student needs and evaluation of programs and staff that responds to those needs.
- Serve as Advisor to the Student Government Association and Alpha Lambda Delta Freshman Honor Society.
- Coordinate the University Faculty Recognition Program.

D. **Assistant Dean of Student Life**

July 1987 - April 2001

*Sam Houston State University
P O Box 2237
Huntsville, TX 77341*

- Responsible for the administration of student discipline, which includes counseling, interviewing, investigating, and applying sanction.
- Serve as a member of the University Crisis Team, which is on call 24 hours a day.
- Responsible for the research, development and editing of the annual student handbook: "Guidelines".
- Coordinate Campus Parking Appeals.
- Coordinate and direct the selection of students for the annual "Who's Who" program at Sam Houston State University.
- Work very closely with selected housing personnel on programs, activities and discipline.
- Serve as the coordinator and director of the Freshman Leadership Program.
- Coordinate the University Faculty/Student Mentor Program.
- Responsible for assessing student needs and evaluation of programs and staff that responds to those needs.
- Serve as Advisor to the Student Government Association and Alpha Lambda Delta Freshman Honor Society.
- Coordinate the University Faculty Recognition Program.
- Coordinate the annual Parents' Weekend Celebration.

III. **EXPERIENCE** *(continued)*

*Several positions and Departments in the Division of Student Life are in transition. This section represents a general compilation of my areas of responsibility within the last 13 years.

E. **Interim Director** October 1988 - May 1989
Recreational Sports and Activities

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- Served as Interim Director of Recreational Sports while serving as Assistant Dean of Student Life.
- Responsible for the administration and supervision of the Intramural and Recreational Sports program as well as the Recreational Sports facilities.
- Responsibilities included financial management, marketing, facility management and supervision of two professional staff members, two clerical staff members, four graduate assistants and over 232 student employees.
- Analyzed and prepared Student Service Fee Budget for the department. Current Budget is in excess of \$800,000.

F. **Interim Director** July 1990 - November 1990
University Health Center March 1994 - April 1994

*Sam Houston State University
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Huntsville, TX 77341*

- Served as Interim Director of the University Health Center while also serving as Assistant Dean of Student Life.
- Responsible for the overall operation of Health Center facility and supervision of eleven (11) full time staff.
- Assisted on the preparation and made presentation of Health Center Budget to the Student Service Fee Committee. The total request was in excess of \$400,000.

III. **EXPERIENCE** (continued)

G. **Program Director**
Assistant Union Director

April 1980 - July 1987

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Huntsville, TX 77341*

- Responsible for the development and maintenance of an effective Student Activities Program. This included training students in Leadership Development, Marketing, Budget Development, Assertiveness, Retention, and University Codes and Guidelines.
- Responsible for Department Development, Proposals, Purchasing, and Supervising Professional staff.
- Responsible for drafting negotiating and administration of contracts with major performers and talent agents.
- Worked with students in organizing major concerts, plays, lectures, movies, dinner theaters, coffeehouse, and lecture programs.
- Responsible for the evaluation and creation of new programs as needed. During my tenure the budget increased from \$35,000 to \$160,000. Promoted to Assistant Dean of Student Life.

H. **Student Union Director**
Director, Student Activities

March 1978 - April 1980

*Sul Ross State University
SRSU Box C-111
Alpine, TX 77830*

- Responsible for the total operation of the Student Union Building, which included the University Bookstore, Housing, Supervision, and Training of Professional staff.
- Served as Executive Advisor to Union Program Board and Student Association Government.
- Served as on-campus recruiter for minority students. Left to work at a larger university and to expand work expertise in other areas.

I. **Assistant Union Director**

June 1977 - March 1978

*Sul Ross State University
SRSU Box C-111
Alpine, TX 77830*

- Served as Assistant to the Union Director and Dean of Student Life.
- Responsible for student Union Maintenance, Game Room Operation and Union Programs and Services. Also served as on-campus recruiter for minority students. Promoted to Union Director.

IV. **UNIVERSITY ORGANIZATIONS ADVISED**

- Lowman Student Center Program Council
- Delta Chi Omicron (Spirit Fraternity)
- Freshman Leadership Program
- Kappa Alpha Psi Fraternity
- Parrot Head Club
- SHSU Cheerleaders, Co-Sponsor
- Student Government Association
- Alpha Lambda Delta Honor Society

V. UNIVERSITY COMMITTEES

- Calendar Committee (1988 to Present)
- Housing Appeals Coordinator (1987 – 1996)
- Who's Who Program Coordinator (1987 – 2002)
- 1984: "Man and the Future"
- University Parking Appeals Coordinator (1988 – 2004)
- Scholarship Appropriations (1983 - 1984; 1989 - 1990 chairman)
- Student Government Supreme Court (1982 – 1989)
- Alcohol Awareness Committee
- Homecoming Committee
- Chairman, Ad Hoc Committee to Study Insurance for International Students
- Chairman, Search Committee for Director of Recreational Sports and Activities
- Registration Committee (1988 – Present)
- Institutional Strategic Planning Committee
- Chairman, Search Committee for Dean of Student Life
- Texas State University Search Committee: SHSU University President 2001
- Chair, Student Service Fee Advisory Committee (2001 – 2004)
- Freshman Year Experience Committee
- Chair, Student Life Admissions Screening Committee (1987 – 2003)
- Chair, Emergency Response Plan Committee (2008)

VI. PROFESSIONAL ORGANIZATIONS

- Association of College Personnel Administrators (ACPA)
- National Association of Student Personnel Administrators (NASPA)
- Texas Association of College and University Student Personnel Administrators
- Association for Student Judicial Affairs (1996 – 2001)
- Texas Association of Black Personnel in Higher Education
 - Member, Board of Directors (1989 – 1997)
 - First Vice President (1997)

VII. COMMUNITY INVOLVEMENT

- City of Huntsville Zoning Appeals Board (1991 – 1994)
- General Sam Houston Folk Festival, Board of Directors (1991 & 1992)
- Houston Steel Light Orchestra, Board of Directors
- Huntsville High Youth Leadership Development Program
- Nominated and received Outstanding Young Men of America Award (1988)
- Huntsville Family YMCA: President of Board of Directors (1994 – 1996)
- Superintendent of Sunday Schools – Friendship Baptist Church (1991 – 1993)
- Kiwanis Club International (1988 – 1994)
- Deacon, New Jerusalem Community Baptist Church – Houston

- Huntsville Police Department Police Community Relations Committee
- Huntsville's Promise, Board of Directors
- Superintendent of Sunday Schools – St. Paul United Methodist Church

VIII. REFERENCES

Mr. Keith E. Jenkins	324 Elkins Lake Huntsville, Texas 77340 (936) 294-1968 Office (936) 295-6922 Home
Mr. Thomas F. Childers	229 Hickory Drive Huntsville, Texas 77340 (936) 295-5378
Mr. William R. Powell	118 Anders Lane Huntsville, Texas 77340 (936) 291-9143