

# Terisa C. Riley, Ph.D.

## Education:

Doctor of Philosophy, Higher Education Administration, minor in Research Methodology  
Saint Louis University  
Oral Exams and Defense passed with Highest Distinction

Master of Arts, Higher Education Administration  
University of Missouri-Columbia

Bachelor of Arts, Communication  
University of Missouri-Columbia

Governor's Executive Development Program, Class XXIX  
University of Texas-Austin, Lyndon B. Johnson School of Public Affairs, Fall 2010

National Police Institute  
Warrensburg, Missouri

## Experience:

**Texas A&M University-Kingsville (TAMUK) (2007-present)**

*For the second year in a row, The Chronicle of Higher Education has named TAMUK the fastest growing, 4-year doctoral university in the nation. With a population of 9,250 students, TAMUK focuses on student access and success and proudly reflects the demographics of South Texas as a Hispanic-Serving and Minority Serving Institution.*

**Senior Vice President for Student Affairs and University Administration**

July 2016 to present

- Temporary agreement to serve as VP for Enrollment Management for two years (Jan 2016-February 2018). Responsible for undergraduate student recruitment with an increase in freshman enrollment of 14%. Responsible for Admissions, Financial Aid, University Communication Center, Javelina Enrollment Services Center, and Veterans Affairs.
- Supervise the following departments: AVP and Dean of Students, Student Activities, Greek Life, Javelina Dining Services, Barnes and Noble Bookstore, Student Union Building, Event Planning, Student Health, Student Counseling, Disability Resource Center, Student Conduct, University Housing and Residence Life, Campus Sustainability, Physical Plant, Facilities Planning and

Construction Services, Information Technology, Distance Learning and Instructional Technology, University Contracts, Enterprise Risk Management, Campus Fire Marshal, and University Police Department.

- Managing \$100 million in new campus construction to include: \$60 million music building, \$17 million administrative services building, \$7 million intramural sports and athletics complex, and new campus infrastructure (ESCO \$10 million utility savings project) and parking.
- Prepare all financial pro formas for capital funding and bonding for capital improvements and construction, \$250 million. (2007 to present)
- TAMUK Foundation Board, ex-officio member and donor relations, \$100 million capital campaign
- Serve as the chair for the University Emergency Management Team and coordinate and supervise all campus-wide training and crisis responses. Experienced with incidents such as campus lock down, weather emergencies (hurricane, blizzard, tornado, flood), infectious diseases, fire, bomb threats, security breach, export controls, Title IX, etc. (2007 to present)
- Serve as the final appeal for all student conduct hearings and facilitate the University Judicial Appeals Board hearings.
- Created the Javelina CARES emergency aid program which consists of emergency grant aid, food and hygiene product pantry, professional clothing closet, school supply closet, book voucher program, transportation, and emergency housing.
- Created and chair the student champion celebration week to recognize academic, research, scholarly and creative activity among students.

### **Senior Vice President for Fiscal and Student Affairs**

May 2012-July 2016

- Served as Chief Financial Officer managing annual budget of \$165 million with responsibility for all university budgets, accounting, financial reporting and accounts payable and receivable functions.
- Supervised the following departments: Enterprise Risk Management, Physical Plant, Facility Planning and Construction, Procurement and Strategic Sourcing, Human Resources and Payroll, Information Technology, Distance Learning and Instructional Technology, University Police Department, Dean of Students, Student Activities, Greek Life, Javelina Dining Services, Barnes and Noble Bookstore, Student Union Building, Event Planning, Student Health, Student Counseling, Disability Resource Center, Student Conduct, University Housing and Residence Life, and Campus Sustainability.
- Prepared and submitted Legislative Appropriation Requests (LAR), Programmatic Budget Review (PBR), Annual Financial Report (AFR), and other regular state-wide and system budget reports and presentations.
- Prepared all relevant reports for SACSCOC 10 year reaccreditation and worked with academic affairs to prepare financial data for accreditation self-studies and on-site visits (ABET, AVMA, NASM, AACSB, etc.).
- Worked with academic affairs to realign our QEP for the re-accreditation visit to select a culture of writing as a high-impact area for selection to infuse into the curriculum and co-curriculum for students.

- Worked with the provost to create the first Honors College with a Living and Learning Community.
- Worked with faculty senate to increase start-up packages for faculty by more than 200%.
- TAMUK Foundation Board, ex-officio member and donor relations
- Texas Higher Education Coordinating Board Outcomes Based Formula Funding Committee—Texas A&M University System representative
- Texas A&M University System Treasury Services Investment Committee member.

### **Vice President for Student Affairs**

July 2007-April 2012

- Supervised the Division of Student Affairs including the following units: Barnes and Noble Book Store, Career Services Center, Dean of Students Office, Event Planning, Greek Life, Judicial Affairs, Student Health and Wellness (Student Health, New Student Orientation, Student Counseling, Testing, and Disability Services), Aramark Dining Services, Special Programs/Student Access (9 state and federal grant funded programs including all Trio programs), Student Activities, Student Union Building, University Housing and Residence Life, Women's Center, and Campus Recreation and Fitness.
- Serve on campus committees such as: President's Cabinet, Interdivisional Working Group, Transportation Task Force (chair), Veterans Affairs Task Force (chair), Excellence in Undergraduate Education Committee (co-chair), Textbook Committee (co-chair), Class Scheduling Committee, Parking committee, and Emergency Management Team (chair), University Lectureship Series (chair), and Performing and Visual Arts Series (chair).
- Serve as the senior budget officer for the division and administer a budget of more than 12 million dollars in auxiliary and fee areas.
- Responsible for negotiating all auxiliary service contracts, setting prices in retail and auxiliary services.
- Created academically based Living and Learning Communities in university residence halls resulting in higher retention rates and increases in student grades in relevant courses.
- Increased residence hall occupancy 71% in five years.
- Began a residence hall tutoring program that drew more than 1,500 students into tutoring programs in the residence halls.
- Responsible for planning, funding, and construction of the following facilities: \$35,000,000, 600 bed, suite-style residence hall complex, \$12,000,000 recreational sports complex, \$7,000,000 dining hall with banquet facilities, \$18,000,000, 300 bed, suite-style residence hall, and renovations to a dining hall, the student union, and Student Health and Wellness Building totaling \$2,000,000.
- Advise Student Government Association and the representatives to the Chancellor's Student Advisory Council.

### **University of South Dakota, Vermillion, South Dakota**

*The flagship university of South Dakota, USD serves more than 10,000 students in undergraduate and*

*graduate programs as well as the only schools of medicine and law for the State.*

### **Assistant Vice President for Student Services/Dean of Students**

June 2005-June 2007

- Supervised Division of Student Services which included: Aramark Dining Services, Barnes and Noble Bookstore, Career Development Center, Coyote Student Center, Event Planning, Judicial Affairs, Ombudsman, Student Activities/organizations, Student Government Association, Student Counseling, Student Health, University Housing, Trio Programs, and Vucurevich Children's Center.
- Responsible for University retention initiatives including multidisciplinary retention council, assessment, and development of the freshman and sophomore year experience programs.
- Served as co-chair of the Foundations of Excellence in the First College Year with Associate Vice President for Academic Affairs.
- Facilitated organization and communication between Student Services areas and other areas such as Academic Affairs, Board of Regents, Business and Finance, Facility Management, Information Technology, and Research.
- Planned and implemented construction of a new student center, cost \$20,600,000.
- Raised \$6,000,000 toward the cost of the student center.
- Represented the University on university committees, at local and regional events, and with the Board of Regents.
- Responsible for planning and communication for major projects such as emergency preparedness, student insurance and indebtedness, and resource procurement.
- Led twelve departments through the strategic planning process from the beginning of the process through culmination of tactical endeavors structured to ensure success and achievement of university-wide goals in the areas of academic excellence, university positioning, student recruitment and retention, and diversity enhancement.
- Conducted educational campaigns regarding a variety of topics with students, parents, faculty, and staff.
- Administered a division-wide budget of more than \$10 million.

### **Independent Consulting and Research**

August 2002-Present

Client: State of New Mexico, Department of Education

Conducted FERPA training for administrators and faculty at all New Mexico institutions of higher education, participated on panel regarding campus safety

Client: New Mexico Institute of Mining and Technology

Conducted FERPA training for faculty and staff

Client: Public Broadcast Service (PBS)

Conducted evaluation for early childhood literacy grants such as Dive into Reading and Ready to Lead in Literacy (3-year contract)

Client: Missouri Synod of the Lutheran Church

Worked with Director of Education to conduct analysis of early childhood programs and their directors

Client: Access Management

Worked with president of the company to prepare and evaluate project on research integrity.

Client: New Mexico Institute of Mining and Technology

Prepared and conducted student outcomes assessment workshops for strategic planning process

Client: University of New Mexico

Prepared and conducted outcomes assessment workshops for strategic planning process

Client: University of North Dakota

Professional development workshop for female administrators

## **Saint Louis University**

**(2001-2005)**

*Located in the heart of midtown Saint Louis, Missouri, SLU is a private, Catholic, Jesuit, 4-year university educating approximately 13,000 students.*

### **Director of Operations and Judicial Affairs (Dean of Students)**

- Supervised and negotiated all contracts with vendor partnerships such as Chartwell's Food Service, Barnes and Noble Bookstores, and Coca-Cola.
- Adjudicated all student misconduct through expulsion for a campus of 11,000 students.
- Worked on renovations and building projects worth \$26 million, including a major renovation of the student union building and a university residence hall.
- Conducted all division-wide assessment and wrote accreditation reports.
- Wrote grants with academic affairs and department of public safety in areas to reduce violence and prevent underage drinking.
- Administered a budget of \$10 million.
- Selected, trained, and supervised all university judicial boards.
- Created and implemented marketing projects for my department.

## **Greenville College**

**(2001)**

*Located in Greenville, Illinois, Greenville College is a small, private, religiously-affiliated college.*

### **Institutional Advancement Intern**

- Wrote the script and acted as the commentator for the Greenville College Telethon training video.
- Supervised the Spring Telethon and annual gifts fundraising
- Researched donor prospects.
- Operated the Raiser's Edge alumni and donor database.
- Researched the correlation between gifts and types of appeals: direct mail, telethon, and donor visits.

## **Affton-Lindbergh Early Childhood**

**(1997-1998)**

*Located in Saint Louis, Missouri, this early childhood program is the joint initiative of the Affton School District and Lindbergh School District.*

### **Business Manager and Facility Coordinator**

- Developed, allocated, and administered a budget of \$3 million operating budget based on long-range goals, licensing/accreditation requirements, and school needs.
- Created marketing materials to increase student enrollment which led to 5% increase in one year.
- Participated in the supervision and evaluation of 110 certified instructors and classified staff members.
- Office manager responsible for providing quality customer service while supervising an office staff of 7 support-staff employees. Daily supervision, scheduling and evaluation of custodial staff.
- Reported to the Director of Affton-Lindbergh ECE and the Assistant Superintendents for Finance of the Affton and Lindbergh School Districts.

### **Central Methodist University**

**(1992-1997)**

*Located in Fayette, Missouri, Central Methodist University (formerly Central Methodist College) educates approximately 3,382 students in bachelor and master degree programs.*

### **Director of Student Development/Dean of Students**

August 1996-September 1997

- Member of the President's Executive Cabinet.
- Met with the Board of Curators regarding special events, student issues, facilities, etc.
- Responsible for student housing (800 beds), career planning and placement, student conduct, student health, and student safety.
- Partnered with Admissions to recruit new students and created all new student orientation programs.
- Worked with marketing team to create billboards, print ads, and radio spots for the university.
- Worked with Financial Aid and Registrar Offices to provide service to students regarding work study, student loans, grants, loan/grants, student records, tuition, and fees.
- Created and published the student calendar and handbook.
- Participated in the planning and negotiation of the university's contractual agreements with Marriott Food Service, Murray Guard Security, MultiCom telephone services, and Arthur Center Counseling Services.
- Conducted program evaluation and assessment, participated in campus master planning, strategic planning, and accreditation report writing.

### **Assistant Dean of Students**

Jan. 1995-Aug. 1996

- Responsible for residence life program including 5 professional hall directors, 20 resident assistants, and 20 office assistants.
- Administered campus discipline system up to expulsion of students.
- Formulated and enforced campus policies.
- Created weekly and monthly residence hall reports.
- Worked with Admissions, Financial Aid, and Registrar's offices to recruit and retain students.

- Responsible for student activities and organizations including new student orientation and welcome week.
- Responsible for strategic planning initiatives.

### **Director of Campus Security**

January 1995-August 1997

- Responsible for hiring, scheduling, training, and supervising professional security officers.
- Enforced college policies, secured facilities, and acted as an information and resource source for campus community.
- Responded to campus crimes and emergencies and provided campus-wide emergency training.
- Directly responsible for safety of faculty, staff, students, and guests of the university.
- Compiled and published university Clery statistics reports.

### **Director of the Office of Career Placement**

Jan. 1995-Aug. 1997

- Coordinated career fairs, graduate fairs, and scheduled on-campus interviews.
- Mailed job vacancies to graduates and sent confidential placement files to prospective employers.
- Responsible for assisting students and alumni with career-related issues such as job searches, resume writing, and career exploration.
- Collected and published graduate survey and graduate employment and educational statistics. Increased employer interest in CMU graduates and increased job placement within the first 6 months of graduation by 5%.

### **Assistant Director of Student Affairs/Educational Programming**

Jan. 1993-Aug. 1995

- Responsible for organizing, planning, advertising, and presenting all educational programming for the Office of Student Affairs.
- Programs included: Alcohol Awareness Week, Rape Awareness Week, Safety Month, Wellness Week, Black History Month, Women's Issues Week, and Real World 101.
- Coordinated Resident Assistant educational and social programs.

### **Residence Hall Director**

Aug. 1992-Jan. 1995

- Responsible for hall operations of residents and the entire population of 875 students during scheduled duty dates. Duties included: supervising paraprofessional staff, initiating and developing academic and social programs, and enforcing college policies.
- Adjudicated student disciplinary hearings.
- Developed weekly reports regarding hall occupancy and student retention.
- Advised student hall council.
- Created, advertised, and implemented all-campus and residence hall programs (social and educational).

## **Professional Organizations, Service, and Honors:**

American Council on Education

Association of College Personnel Administrators (ACPA)

Association of Student Conduct Administration (formerly ASJA)

Member, Research Committee (2003)

Member, Publications Committee (2004)

Association for the Study of Higher Education

Delta Sigma Pi, National Honorary Business Fraternity, Sigma Nu Chapter

Honorary Member (2018 to present)

Educause

Executive Women's International

Member, Corpus Christi Chapter (2014-present)

Golden Key International

Honorary Member (2014-present)

Hotel Tax Advisory Board

Board member, City of Kingsville (2016)

Vice Chair (2017)

International Association of College Law Enforcement Administrators (IACLEA)

Kappa Kappa Psi National Honorary Band Fraternity, Epsilon Delta Chapter

Honorary Member (2011 to present)

Kingsville Chamber of Commerce

Director, Board of Directors (2007-2016)

Vice President (2016)

President (2017 to present)

National Association of College and University Business Officers

TASCUBO member (2012-present)

National Association of Student Personnel Administrators (NASPA)

Knowledge Community Coordinator, Region III (2012-2014)

Public Policy Division Director (2010-2011)



Chair, Region III Summer Symposium (2011)  
Corporate Sponsors Liaison, Region III (2007-present)  
Board Member, Center for Women (2004-present)  
National Chair, Women in Student Affairs Knowledge Community (2004-2006)  
Chair, Publications and Promotions Committee, Region IV West Conference (2005)  
Co-chair, Local Arrangements Committee for National Conference (2003)  
Outstanding New Professional, Region IV West (1993)

Phi Kappa Phi, National Honor Society

Rotary International

Santa Gertrudis ISD

Director, Foundation Board of Directors (2015-present)  
Excellence in Education Task Force (2016)

Society of College and University Planning

Texas A&M University Kingsville Foundation

Ex-officio member and donor

Texas Council of Chief Student Affairs Officers (TCCSAO), State of Texas

Texas Higher Education Coordinating Board

Emergency Aid Network, Chair of Best Practices Unit (2017-present)  
Formula Funding Committee (2014-16)

## **TEACHING:**

### **University of South Dakota, Vermillion, South Dakota**

Assistant Professor, Graduate School, Adult and Higher Education Admin.

Courses taught: Current Issues in Higher Education (online), Law and Higher Education, Student Development Theory, and Leadership Seminar. Use of WebCT as platform for online course and supplement to all courses.

### **Saint Louis University, Saint Louis, Missouri**

Adjunct Faculty Member, College of Public Service

Courses taught: Law and Higher Education, Curriculum and Instruction, Research Methodology, History of Higher Education, Current Issues in Higher Education, and Freshman Seminar.

## **PRESENTATIONS:**

Texas Higher Education Coordinating Board, Emergency Aid Network Statewide Convening, September 2018. “Best Practices in Communication for Emergency Aid.”

Texas Higher Education Coordinating Board, Financial Aid Advisory Board, May 2018. “Best Practices in Beginning an Emergency Grant or Loan Program.” Co-presented with Monique Lee Whitley.

Texas Higher Education Coordinating Board, September 2017. “Starting a campus Emergency aid program.”

College for All Texans, State Conference, June 2017. “Providing emergency aid programs to increase college retention and graduation rates.”

National Association of Collegiate Auxiliary Services, National Conference, October 2015. “Engaging vendor partners in campus emergency management planning.”

Higher Education Think Tank, Summer Meeting, June 2015. “Building a predictive model to determine freshman student retention and success.”

Higher Education Think Tank, Summer Meeting, June 2014. “Financial partnership with the university faculty senate to achieve strategic plan goals.”

National Association of Student Personnel Administrators, Regional Conference, June 2012. “Professional development strategies for new professionals.”

Warrior Forge, Army Officer Training Camp Educator Training, July 2009. “Partnerships between student affairs and campus ROTC programs to create better leaders.”

National Association of Student Personnel Administrators, National Conference, March 2009. “Greening College Campuses.” Co-presented with Dr. Ricardo Maestas.

Aramark Dining Services, Regional Conference, July 2008. “Sustainable Food Services: Meeting the expectations of colleges and universities”.

National Association of Student Personnel Administrators, International Assessment and Retention Conference, June 2006. “Retaining Hispanic and Native American Students to Graduation”. Co-presented with Dr. Ricardo Maestas.

National Association of Student Personnel Administrators, Regional Conference, November 2005. “Foundations of Professional Development for Women”. Half day, pre-conference, invited session.

National Association of Student Personnel Administrators, Regional Conference, November 2005.

“Building a Foundation for Personal Safety on College Campuses”.

National Association of Student Personnel Administrators, National Conference, March 2005. “Judicial Officers’ Perceptions of Their Safety”.

National Association of Student Personnel Administrators, Regional Conference, October 2004. “Public Policy and Law Updates”.

Association for Student Judicial Affairs, Circuit 8 Conference, October 2004. “Judicial Officers’ Perceptions of Their Safety: Research Report”.

National Association of Student Personnel Administrators, National Conference, March 2004. “Managing Change”.

Association for Student Judicial Affairs, Circuit 8 Conference, October, 2003. “Lean on Me: Supporting and Retaining Female Judicial Officers”.

National Association of Student Personnel Administrators, National Conference, March 2003. “Renewing Our Spirit: The impact of professional development strategies on women administrators”.

Association of Student Judicial Affairs, Circuit 7 Conference, October 2002. “Parental Notification and the Family Educational Rights and Privacy Act”.