STACEY L. SANDERS

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EDUCATION

Texas State University Master of Business Administration August 2022

Virginia Tech Bachelor of Arts, Music May 2006

EXPERIENCE

Texas State University – Director, Business Operations; San Marcos, TX October 2022 – Present

Division of Student Success

- Design, evaluate, and assess the strategic planning, budgeting, execution, and reconciliation of divisional fiscal operations and processes for approximately $140M annually.
- Serve as a key liaison between the Office of the Vice President for Student Success and department staff to maximize effectiveness, ensure compliance with laws, policies, and procedures, strengthen business operations, and promote strategic financial and human resource management and fiscal responsibility in the division's 15 departments.
- Serve as the primary liaison for all Human Resource matters in the Division of Student Success, ensuring seamless collaboration with HR Information Systems, Compensation, and Talent Acquisition teams.
- Ensure the division's business functions are in compliance with budgeting, accounting, and financial expectations in accordance with applicable regulations, policies, and procedures at Texas State University.
- Develop policies and implement procedures to improve fiscal solvency of the division.
- Prepare and compose analyses, forecasts, reports, and budget overviews.
- Employ campus enterprise management software to produce financial and human resources reports.
- Assist department heads and assistant/associate vice presidents with developing and implementing short and long-range strategies and financial plans aligned with division goals.
- Develop recommendations for improving the efficiency and effectiveness of all business processes in the Division of Student Success.
- Prepare and coordinate annual budgeting process and work with department heads and department budget personnel to develop 5-20 year financial plans depending on business need for the 15 departments in division portfolio.
- Document current actions and maintain historical records of fund transfers, budget allocations, and commitments from the Vice President for Student Success.
- Oversee all day-to-day budget, financial, and human resources related matters within the Office of the Vice President for Student Success and the division.
- Serve as an advisor to the Student Service Fee Committee including collaboration with the staff and student co-chairs.
- Establish standard operating procedures for the Student Service Fee Committee and facilitate approvals and communication between committee and appropriate stakeholders.
- Assist with completion of annual recommendations from the Student Service Fee Committee to the Vice President for Student Success and facilitate distribution of approved funds.
- Chair the Division Budget and Finance Team and serve as the advisor of the Divisional Communications and Marketing Team comprised of representatives of the 15 departments in the division portfolio.
- Analyze salary and operating budgets, prepare budget transfers, and approve transactions for the Division of Student Success.
- Provide leadership for the coordination of professional development for divisional business and communications staff and continual improvement of division communications, marketing, and business processes.
- Serve as member of divisional Facilities Team focused on project management and development for capital projects, facility, and asset management in divisional portfolio.
- Lead strategic marketing initiatives to enhance student engagement and promote university programs, ensuring cohesive brand messaging across digital and print platforms for the Division of Student Success.
- Oversee communications strategies to effectively convey key information to diverse stakeholders, driving student success and institutional goals for the division.

Texas State University – Grant Specialist (Director - Finance/Special Projects); San Marcos, TX October 2019 – October 2022
NASA STEM Engagement and Educator Professional Development Collaborative, LBJ Institute for STEM Education and Research

- Led the development of LBJ Institute and all externally funded project budgets; manage adopted or awarded budgets in conjunction with Texas State University budget office and Office of Research and Sponsored Programs.
- Work with the Executive Director to manage fiscal operations, ensuring that a system of controls is in place that complies with institutional policies and procedures regarding fiscal management as well as state and federal laws.
- Direct day-to-day financial management of $3.15 million annually in a research and academic center.
- Establish and maintain relationships with faculty, staff, and administrators across all levels of the university to support university priorities and mission and serve as a liaison and advocate for cross-campus collaboration.
- Coordinate operations with other offices including contracting, procurement and acquisitions, human resources, travel, research and sponsored programs, and budgeting.
- Provide analysis and recommendations to the Executive Director and leadership team concerning all aspects of financial operations for all relevant funds and cost centers.
- Implement performance-based budgeting model to allocate funds based on programmatic needs that contribute to organizational goals.
- Interpret applicable policies and programs, and assist in developing specific procedures related to current and potential federal, state, and other external funders (NASA, NSF, DoD, DOE).
- Support formation, negotiation, and performance monitoring of external contracts and sub-awards.
- Regularly review and update the Executive Director on budgets.
- Analyze budgets and financial documentation; problem solve for solutions to finance-related challenges
- Lead strategic planning and new partnership development by meeting with Executive Director and project faculty and staff, providing resources, and developing additional research proposals.
- Provide leadership and strategic direction of all budget resources, and oversee budget forecasting, presentation, justification, and execution for all LBJ Institute funds
- Develop and implement strategic and tactical financial goals to ensure the program's viability throughout funded project
- Compile data and prepare reports for accounting and fiscal management purposes; respond to requests for reports from internal and external stakeholders
- Lead and monitor implementation of institute business process improvement efforts, research-related projects, and strategic planning
- Edit narrative sections of grant proposals and verify proposed budget and budget justification
- Evaluate effectiveness of procedures and create action plans for adjustments to optimize resources

Texas State University – Research Coordinator; San Marcos, TX August 2016 – October 2019
LBJ Institute for STEM Education and Research

- Managed budgets, resources, financial forecasting, allocations, and reports for operations and programming totaling $5 million annually.
- Developed and maintained relationships and communication with stakeholders and partners, including national funding representatives, national professional organizations, and senior university leadership.
- Negotiated contracts and agreements for all LBJ Institute funded projects.
- Developed strategies for student, faculty, and staff engagement on topics related to funded projects.
- Oversaw development and implementation of communication and marketing plan for national audiences and stakeholders; aligned to university marketing and agency brand expectations/guidelines.
- Coordinated website development projects to improve end user experience and to enhance marketing of institute activities and programs.
- Provided framework for developing goals and strategy for organizational and business process improvement.
- Compiled data for internal and external reports for variety of audiences.
- Supported institutionalization of grant activities for STEM education improvement at Texas State University.
- Composed, organized, and edited documents including proposals, presentations for national audiences and internal groups, letters, annual reports, and human resources related documents.
- Standardized document templates to create cohesive themes for reports and publications.
- Implemented operational and strategic processes and procedures to enhance staff productivity and effectiveness

- Designed, planned, implemented, and supported special events including university-wide initiatives focused on subject matter content and conferences (local, regional, and national).
- Managed pre-award grant planning and development by meeting with faculty and project team members, identifying strategic grant targets, and developing and finalizing proposals for submission.
- Managed post-award functions including recruiting personnel, locating resources, solving problems, and managing large scale projects and initiatives.
- Recorded and monitored awarded proposals, grants, and contracts for compliance; provided financial and activity reports on Institute activities to various stakeholders.
- Developed and maintained accurate reports and managed large data sets to report outcomes.

The University of Texas at Austin – Complex Coordinator; Austin, TX January 2014 – July 2016
The University of Texas at Austin – Hall Coordinator; Austin, TX July 2012 – January 2014
Division of Housing and Food Service

- Recruited, trained, supervised, and evaluated 10-26 staff members including a full-time administrative assistant and 1-2 graduate students; mentored and advised individuals and groups; generated performance appraisals.
- Chaired recruitment committee for 200+ staff positions annually reducing bias in process using competency-based model; directed workflow for 8-18 professional staff members including subcommittee structure.
- Managed budgets, resources, financial forecasting, allocations, and reports for operations, staff development, and recruitment.
- Managed summer conference and orientation housing and meals, billing, and audits for events and visiting groups.
- Managed software reporting to ensure it is accurately and effectively operated, updated regularly, and enhanced as needed to meet departmental and customer needs.
- Coordinated technology initiatives to design database software components including system-wide updates.
- Managed all public relations within community and for external stakeholders including building-wide database of 1000+ students for email campaigns and quarterly reports.
- Created, planned, and implemented professional development opportunities for professional and graduate student staff.
- Directed 300+ community based and university-wide educational and social events per year and promoted resources available on-campus.
- Presented opportunities for students at regular job fairs and outreach presentations.
- Analyzed program outcomes and data for residential programming, academic interventions, and events.
- Coordinated check-in and check-out processes for 1-7 buildings and 400-1000+ students.
- Coordinated crisis/incident response for approximately 7500 students to manage litigation, liability, and reputational risk.
- Oversaw assessment projects, analyzed data, generated reports, and ensured objectives were strategically achieved.
- Developed and administered on-going training and program curriculum in accordance with best practices to foster student learning and student retention.
- Implemented operational and strategic processes to enhance staff productivity and effectiveness.

Virginia Tech – Student Conduct Assistant; Blacksburg, VA August 2010 – May 2012
Student Conduct Office

- Investigated, managed, and adjudicated individual, group, and organization cases.
- Developed curriculum, trained facilitators, and coordinated scheduling for developmental sanctions based on student development theory and best practices.
- Assessed projects including outcome trends and sanctions using quantitative and qualitative methods.
- Developed policies on medical amnesty and disorderly conduct consistent with leading practices and evolving organizational need.

Virginia Tech – Graduate/Hall Director; Blacksburg, VA August 2008 – May 2010
Housing and Residence Life

- Managed hall council and resident advisor programming budgets
- Supervised 12 resident advisors within one all-female residence hall and one all-male residence hall and participated in campus-wide on-call rotation for a campus of approximately 9100 students.
- Served as hearing officer for the Student Conduct Office adjudicating cases ranging from formal warning through deferred suspension, and advised Student Conduct Committee of 9 students.

- Advised two hall councils totaling 12 members to promote community improvement in residence halls.

Randolph College – Resident Director; Lynchburg, VA July 2006 – July 2008
Dean of Students

- Assisted Dean of Students with initiatives to ease coeducational transition.
- Supervised student staff of three head residents, five resident advisors, and one administrative assistant; indirectly supervised ten student staff members.
- Managed hall budget supporting programming efforts and coordinated occupancy management for four buildings of approximately 350 students.
- Developed and implemented summer conferences program to utilize vacant space over the summer.

TEACHING EXPERIENCE

- Services Marketing, Marketing Department, Texas State University: San Marcos, TX Spring 2025
- Principles of Marketing, Marketing Department, Texas State University: San Marcos, TX Fall 2023 – Spring 2025
- Principles of Biology Lab Instructor, Department of Biological Sciences, Virginia Tech: Blacksburg, VA Fall 2011
- Introduction to Residential Education, Randolph College: Lynchburg, VA Spring 2007 – Spring 2008

CAMPUS AND COMMITTEE INVOLVEMENT

- Texas State University Budget Model Committee 2023-2025
- The University of Texas Staff Council 2015 – 2016
- The University of Texas Campus Carry Policy Working Group 2015
- The University of Texas Rally Duty Team 2012 – 2013, 2015
- Virginia Tech Academic Graduate Honor System Panelist 2009 – 2012
- Randolph College International Student Services Committee 2006 – 2008

PROFESSIONAL PRESENTATIONS

- NASA MUREP HBCU/MSI Technology Infusion Road Tour; Texas Southern University; Texas State University Research Capabilities September 2022
- NASPA Annual Conference; Indianapolis, ID; Dialogue for Change: Challenges to White Privilege March 2016
- NASPA Annual Conference; Indianapolis, ID; The Middle Management Conundrum March 2016
- No Frills Annual Conference; Norman, OK; Risk Management for Organizations February 2016
- NASPA Annual Conference; New Orleans, LA; What are we not seeing? Mitigating bias in staff selection March 2015
- Virginia Tech New Student Orientations; Blacksburg, VA; Substance Abuse Education and Awareness: Student Conduct at Virginia Tech Summer 2009
- Faith and Spirituality Series for Black History Month; Lynchburg, VA; You'll never walk alone: Finding support on small college campuses February 2008
- Virginia Student Services Conference; Wintergreen, VA; Colleges in Transition November 2007

PROFESSIONAL ACTIVITIES AND COMMUNITY INVOLVEMENT

- NASPA: National Association of Student Personnel Administrators August 2012-August 2017, August 2023-present
- SciArt Exchange Board Member December 2022-present
- NACUBO: National Association of College and University Business Officers January 2023-present
- GFOA: Government Finance Officers Association March 2020-October 2022
- National Association of Women MBAs, Texas State University Chapter August 2020-August 2022
- State of Virginia Emergency Medical Technician, United States April 2015-April 2017
- Emergency Medical Technician, Town of Blacksburg and Commonwealth of Virginia April 2011-July 2013

AWARDS AND HONORS

- Texas State University Deborah and James Mathews Excellence in Collaboration/Outreach 2018
- NASPA New Professionals Institute at University of Alabama in Huntsville 2015
- NRHH Campus Advisor of the Month Award (September) 2014

- Southwest Association of College and University Residence Halls (SWACURH) Residence Life Faculty/Staff of The Month Award (February) 2014
- Southwest Association of College and University Housing Officers (SWACUHO) Case Study Competition Winner 2013

SKILLS, RELEVANT COURSEWORK, AND PROFESSIONAL DEVELOPMENT

- Proficiency in SAP, Canva, Microsoft Office, using spreadsheets to analyze data and produce graphs, web-based communication, customer service, building rapport with stakeholders, and integrated database functionality
- Relevant completed coursework includes mathematical modeling, marketing, finance, organizational strategy, statistics, higher education administration, managerial accounting, calculus, differential equations, and educational leadership
- Attended post-graduate program through NASPA for New Professionals Institute in 2015, which provided intensive, graduate level professional development in leadership and management in higher education
- Experience in and knowledge of fund accounting and budget preparation and maintenance through supporting multiple accounts/funds/cost centers and funding sources (e.g. revenue generating program, state appropriations, fee funding, auxiliaries, scholarship, external funding)