

***DONNA G. ARTHO, M.B.A.***

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**EDUCATION:**

Sam Houston State University, M.B.A. in Business Administration (2001)

Huntsville, TX

*Beta Gamma Sigma, International Business Honor Fraternity, Charter Life Member*

Texas Tech University, B.B.A. in Management (1990)

Lubbock, TX

*President's Honor Roll*

**EXPERIENCE:**

Sam Houston State University, Huntsville, TX

**Assistant Vice President for Institutional Effectiveness** (2013 – Present)

- Support institutional leadership in research and preparation of data and federal, state and regional policy
- Supervises Institutional Research, state and federal reporting, and distribution of institutional data to stakeholders
- Designs, implements and maintains the Administrative Program Review process for the pursuit of continuous improvement across all university divisions
- Shares responsibility with senior campus leadership for promoting SHSU's presence at the highest levels of state funding by tracking state legislative policy
- Designs, implements and maintains appropriate accountability measures to provide university leadership accurate and appropriate data to drive decisions affecting the enrollment, education, and growth of the university
- Responsible for legislative bill tracking and coordination with internal and external agencies to ensure a university community prepared for legislative and policy mandates
- Collects appropriate and accurate data for external and internal reports; creates modeling for optimization of markets and funds
- Implements new policies from The Texas Higher Education Coordinating Board and The Texas State University System; and implements new regulations from State and Federal agencies
- Performs statistical analysis for the University Profile
- Serve on numerous institutional teams and committees in the role of reporting authority and legislative research lead
- Design and implement internal university reporting functionality and process

**Executive Director for Institutional Effectiveness** (2012-2013) – responsible for assuring continuing improvement across all programs and services, using the tools of institutional research and effectiveness.

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**Director for Student Services Finance and Budget (2010-2012)** – responsible for managing the accounting and budgetary control procedures and related high-level assignments for the Division of Student Services and for the Vice President for Student Services.

- Supervised division, staffing, finance and budget including planning and budgeting of Student Services resources.
- Implemented policy with respect to division staff employment and promotion.
- Managed the accounting and budgetary control procedures; prepared fiscal data including the planning and preparation of budgets and reviewing annual closeout processes.
- Managed contractual terms and arrangements with outside vendors serving the division.
- Provided information pertaining to divisional procedures and policies to individuals within the institution and/or the general public including research, compilation, evaluation, and distribution.
- Responsible for directing Student Travel Fund program, Collegiate Readership program, Student Luncheon assessment program, and ad hoc Textbook Taskforce.
- Advised Associate Vice President, Assistant Vice President, and Executive Directors of Student Services in all areas of finance, budget and personnel.

**Assistant to the Vice President (2006-2010)** - performed high level administrative assignments as directed by the Vice President.

- Supervised accounting and budgetary control procedures. Prepared fiscal data including the planning and preparation of budgets. Reviewed, verified, and recommended to the Vice President the approval or disapproval of budget transactions.

- Responsible for the design and preparation of data based reports for distribution within the University and externally.
- Assisted the Vice President in coordinating and supervising program activities and staff services.
- Determined work priorities and evaluated progress and deadlines.
- Supervised property inventory and inventory reports.
- Acquired comprehensive knowledge of University structure, policies, rules and procedures in the student affairs initiatives.

**Administrative Budget Manager** (2001-2006) – assisted the Vice President for Student Services in managing the accounting and budgetary control procedures and related assignments for the Division of Student Services.

- Initiated contact with students and with colleagues requiring excellent personal interaction skills and an orientation toward service.
- Prepared and edited correspondence, letters, newsletters, division pamphlets and publications, memoranda and reports.
- Prepared, reviewed and distributed correspondence, office forms and procedures, reports and documents.
- Handled mail, inventory, travel, filing, surveys and memberships for the department.
- Participated on University-wide and Division-wide committees.
- Supervised student employees.
- Developed and presented department funding proposals to local funding committee and administered the allocation and expenditure of department funds.

Walker County Auditor's Office, Huntsville, TX

**Assistant Auditor** (1994-2001) – directly assisted the Walker County Auditor in the statutory functions of the office.

- Administered grant funds and budgets on financial level and provide financial information and assistance to grant department heads.
- Reported grant activity on monthly, quarterly, and annual basis as required by local, state, and federal agencies.
- Responsible for coordination with outside audit personnel in their review of grants under my oversight.
- Actively participated in the preparation of annual county budget and comprehensive annual countywide financial report.
- Responsible for contact with local, regional, and state vendors in the purchase and sale of goods and services for all county activities.
- Included preparation of formal and informal bid documents and writing of specifications for all types of purchases.
- Assisted elected and appointed county and state officials in the administration of budget funds and policy matters.
- Managed the organization and relocation of a series of county departments in ongoing facility renovation projects.

- Managed performance contracts with HVAC vendor that included the return of cost avoidance expenses (income) as the form of guaranteed savings.
- Trained office staff as necessary.

### **SPECIAL ASSIGNMENTS/COMMITTEES:**

Advisory Search Committee Member for position of Vice President for Finance & Operations (2014)

Presentation of *Writing Reports from a Data Warehouse Using Cognos* at Texas Association for Institutional Research, February 2014, Addison, Texas.

Presentation of *Hazlewood Benefits: Do They Really Benefit Our Veterans?* at Texas Association for Institutional Research, February 2013, Galveston, Texas.

Implementation of HB 1107 Meningitis Vaccination Committee (2012)

Sam Houston State University Annual Fund Campaign – achieved 100 percent division participation for each of last seven years. (2005 – 2012)

Banner Workflow/Business Process Mapping Committee (2009 – 2012)

SHSU Parking Appeals Committee (2009 – 2012)

American Democracy Project, Political Engagement Project Committee (2009 – 2012)

Bearkats Read to Succeed Committee (2008 – 2012)

National Association of Student Personnel Administrators Women's Leadership Institute (2008)

John Ben Shepperd Public Leadership Institute (2007)

Texas State University System Textbook Pricing Committee (2005)

Co-author & Presenter with Dr. Thelma J. Douglass, Vice President for Student Services, at Alliance of Universities for Democracy, Pecs, Hungary - *The Impact of Information Technology on the Traditional Human Methodology of Communication in Higher Education*. (2004)

Sam Houston State University Information Technology Resource Council (2004)

The Academy for Student Affairs Professionals, Texas A&M University (2004)

Interim Staff Council Development, Implementation, Bylaws and Elections Committees (2002)