

Kathy Jo Gilcrease, M.B.A.
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EDUCATION

2000 – 2002 Sam Houston State University, Huntsville, TX
Masters of Business Administration (M.B.A.)

- 4.00 GPA
- Beta Gamma Sigma Honor Fraternity

1979 – 1983 Texas A&M University, College Station, TX
Bachelor of Science (B.S.)

- 3.67 GPA
- Cum Laude
- Phi Kappa Phi Honor Fraternity

**SPECIALIZED
TRAINING**

- > Chartered Financial Consultant (ChFC) designation
- > Chartered Life Underwriter (CLU) designation
- > Teaching Certification

EXPERIENCE

2002 – Present

Sam Houston State University: Chief of Staff

- Voting member of President's Cabinet
- Prepares President's reports to the Board of Regents, Texas Higher Education Board, Legislature and other agencies as needed
- Advises the President regarding policies such as Texas Education Code, TSUS Rules and Regulations, and University Policies
- Reviews contracts and other legal documents for the President seeking advice of TSUS General Counsel as needed
- Liaison for the Office of the President to the Texas State University System office, Sam Houston State University Vice Presidents and other campus administrators and community leaders
- Handles all budget issues and correspondence for the President, coordinates the President's schedule, and writes the President's script for commencement and other events

2000 – 2002

Sam Houston State University: Academic Affairs

- Monitor, implement changes and review budget issues
- Responsible for maintaining degree and course inventory
- Assist in compiling statistical data for numerous reports
- Track and monitor faculty workloads and contracts

- 1999 – 2000 Sam Houston State University: Small Business Development Center
- Plan, develop, implement and report all training activities
 - Market center training activities
 - Provide counseling to clients regarding small business principles
 - Manage and maintain instructional computer lab
- 1983 – 1999 State Farm Insurance Company
- Sell, market, and service auto, fire, life and health insurance products

COMMITTEES

- Southern Association of Colleges and Schools (SACS) Re-Accreditation
- Southern Association of Colleges and Schools (SACS) 5th Year Report Committee
- Staff Excellence Committee
- Bearkat Plaza Construction Committee
- Board for the Friends of the Sam Houston Memorial Museum
- Curriculum Committee
- Distinguished Lecturer Series Committee
- Bearkat Plaza Construction Planning Committee
- University Camp Committee
- President Gaertner's Retirement Celebration Committee
- President Gibson's Investiture Committee
- 2013 Campus Master Plan Update Executive and Advisory Committee
- High Potential Employee Leadership Academy Development Committee

ORGANIZATIONS

- National Association of Presidential Assistants in Higher Education
- Beta Sigma Phi Service Sorority

HONORS

- 2013 - Selected by of Office of the Governor to attend the Governor's Executive Development Program