

JOHN C. HITZEMAN

10319 Paradise Valley Dr.
Conroe, TX 77304

Home: 936-539-2555
Work: 936-294-1900

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- OBJECTIVE:** Planning and financial management in higher education where my experience in a university environment can best be utilized for the benefit of the institution.
- SUMMARY:** Over twenty-seven years experience in planning and financial management. Nineteen of the twenty-seven years were in higher education, ten years at Texas A&M University at Galveston and nine years at Sam Houston State University.
- EDUCATION:**
- MASTER OF BUSINESS ADMINISTRATION**
Stephen F. Austin State University
Nacogdoches, Texas
- BACHELOR OF BUSINESS**
Stephen F. Austin State University
Nacogdoches, Texas
- CONTINUING EDUCATION:**
- Administration and Computers 6031**
University of Houston Clear Lake
(Graduate course – 3 hour credit)
- Positive Discipline (summer workshop)**
Texas A&M University
- Introduction to Lotus 123, Advanced Lotus, Lotus Macros**
Introduction to DBase IV, Introduction to DOS,
Intermediate DOS
University of Texas Medical Branch
- Improving your Solicitation and Contract Documents**
University of Texas
- CERTIFICATIONS/
MEMBERSHIPS:**
- Phi Alpha Kappa** (Finance Honorary Fraternity)
Alpha Omega Society (Christian Men's Organization)
Certified Purchasing Manager (Sponsored by National Association of Purchasing Managers) – Lifetime Member
Information Resource Manager (Sponsored by the Department of Information Resources 1991- 1994)
Texas A&M University at Galveston

**COMMITTEE/
COMMUNITY
INVOLVEMENT:**

Member of Galveston Leadership Class 1990
Member of Galveston Rotary Club 1991
Chairman of Computer Task Force (TAMUG)
Chairman of Traffic Control Board (TAMUG)
Sponsor of the Student Baptist Ministry (TAMUG)
Sunday school Instructor (United Methodist Church – Conroe)
Committee - 980 Project SHSU
Racquetball Club - SHSU

**EMPLOYMENT:
11/15/98
to present**

Director of Purchasing and Stores
Sam Houston State University

OTHER DUTIES INCLUDE:

- Contract administrating
- Inventory, surplus
- Property
- HUB Coordinator
- Fixed assets

**9/18/88
to
10/31/98**

Director of Procurement and Materials Services
Texas A&M University at Galveston

OTHER DUTIES INCLUDE:

- Information Resource Manager for the Department of Information Resources (1991 to 1994)
- Open Records Representative for the University
- Assist with Operating Budget (1991 to 1992)
- Fixed Assets (1988 to 1995)
- Inventory, surplus
- Supervise Copy Center (1994 to 1995)
- Contract Administrator
- Supervised the purchasing and installation of the University's new voice and data communication system (\$1,125,000 – four year project).
- Procurement Trainer/Office Manager for the Financial Accounting Management Information System (FAMIS)
- Historically Underutilized Business Representative (Minority Business)

**7/1/84
to
7/1/88**

Secretary Treasurer
Jasper Oil Company

DUTIES:

- Payables and Receivables
- Audits
- Monthly and year-end reports
- Policies and Procedures
- Daily Operations

7/1/83
to
6/1/84

Purchasing Agent
Newton Development Corporation

DUTIES:

- Responsible for Purchasing
- Contractor Estimates
- Accounts Payable
- AIA Reports for the Lending Institution

5/1/80
to
6/1/83

Business Manager
East Texas Components/Cassity Jones, Inc.

DUTIES:

- In charge of Sales, Accounts Receivables and Office Management

EMPLOYMENT HISTORY IN HIGHER EDUCATION

Texas A&M University at Galveston

FY Description of Additional Duties

- 1988** Texas A&M University at Galveston – Hired September 1, Director of Purchasing and Material Services
- 1989** Central Stores & Inventory Control came under the umbrella of Director of Purchasing
- 1990** **Assigned Special Projects;**
Satellite television for dorms
Removed obsolete railroad tracks running through the Mitchell Campus
Installed video information system in dorms and Student Center
Community Service: Galveston Leadership Program (nine month program)
- 1991** Completed Certified Purchasing Manager Exam –
Deficiencies emphasized in the University's Self Study
Delegated several of the responsibilities formerly assigned to the Vice President for Finance and Administration such as:
Annual Performance Report for the Automated Statewide Inventory System of Texas (ASIST)
Information Resource Manager (composed Strategic Plan and Operation Plan for several years for DIR)
Managed from inception to completion the new voice and data communication system – five year project with a project cost of \$1,460,000
Community Service: Member of the Galveston Rotary Club
- 1992** Significantly involved in the Special Projects mentioned in FY 1991
- 1993** Delegated the responsibilities of Open Records Representative.
Additional Special Projects;
Linking of the Teichman Rd. Property to the campus voice/data system.
Conversion of the Library's update in library.
Installation of Video Classroom/TTVN system.
Computer upgrade in library.
- 1994** The Copy Center which was once a separate department came under my supervision (Note: Special compensation was delegated for the additional responsibility but it was later denied.)
Delegated the responsibilities of Records Retention Representative
- 1995** Official Historical Underutilized Business (HUB) Representative for the University
Trained entire campus on the FAMIS Purchasing, Shipping, Limited and P/F/assets modules.
Security Manager for FAMIS (routing and approval)
Contract Administrator
Community Service: Sponsor for the Baptist Student Ministries
- 1996** Performed quarterly FAMIS training for the Purchasing Module Surplus supervisor.

- 1998 Sam Houston State University** – Hired November 15, Director of Purchasing and Stores
- 1998** Official Historical Underutilized Business (HUB) Representative for the University.
- 1999** In FY99's Semi-Annual HUB Report, SHSU ranked in the top ten agencies with the largest percentage spent with adjusted HUBs. More than doubled the percentage of HUB participation from the previous year (from 10.87% to 23.81%)
- 2001** Coordinated with the General Services Commission (GSC) and The Texas Department of Criminal Justice (TDCJ) to provide additional training and certification testing to be offered in Huntsville. This reduced travel, training expense, and decrease the amount of job time lost due to required training by the GSC.
- 2001** Special Projects – Facilitated in four major moves on the University's campus. The Administration Building, Lowman Student Center, ARAMARK and LEMIT .
- 2003** In the Historically Underutilized Business (HUB) Semi-Annual Report Sam Houston State ranked 21 in the top 25 agencies spending more than \$5million with the largest percentage spent with HUBs.
- 2004** Developed a University website, Walker County Alliance, to advertise bids and promote upcoming events. The website is offered to other entities such as The Department of Criminal Justice, Walker County and the City of Huntsville.
- 2006** Developed a calendar of events on-line for all departments under the Purchasing umbrella to use and maintain.
- 2007** Student Retention – Assisted in sponsoring a racquetball club for the Students at SHSU. During the year, over six professional racquetball players came and demonstrated their skills with the racquetball club.
- 2008** Trained 153 employees from various departments on purchasing policies/procedures and HUB procedures.

CONSTRUCTION EXPERIENCE

I was raised in a construction environment. My father was a general contractor in DuPage County, Illinois for more than thirty years (Hitzeman Builders, Inc.). As a youth, I assisted my father in the construction business and to subsidize my finances for college, I was employed as a union carpenter. The following is a brief history of my construction experience.

- 1976-1978** **Monarch Homes** – Stafford, Texas
Area Construction Manager – responsible for the construction of residential homes in three subdivisions. Approximately twenty superintendents and trainees were under my supervision. **Received award for the highest production in 1977.**
- 1978-1980** **Hunt Brothers Construction** – Longview, Texas
Project Manager – for both residential and commercial construction. **Successfully completed the Texas State Real Estate Board Exam**, licensed in 1979. Other responsibilities encompassed:
- Design, Budgeting
 - Planning, Project
 - Scheduling
 - Estimating and Accounts Payable
- 1980-1983** **East Texas Components** – Henderson, Texas
Business/Marketing Manager – for the production and sale of wood trusses (floor and roof) and prefabricated wall panels for residential and commercial construction. Other responsibilities entailed:
- Profit Margins on Sales
 - Budgeting, Cost Control
 - Accounts Receivable
- 1983-1984** **Newton Development Company** – Lufkin, Texas
Director of Purchasing – for five commercial construction sites. Other responsibilities consisted of:
- Payment Reports for Lending Institutions
 - Contract Administrator
 - Cost Control
- 1988-1998** **Texas A&M University at Galveston** – Galveston, Texas
Director of Purchasing Services – Supported the Physical Plant Department in the following areas:
- Specifications, Proper Bidding Procedures and Vendor Review
 - Maintained the Legislative Budget Board Reports for all construction projects and professional services.
 - Lease Officer
 - **Special Projects:**
 - * Supervised the purchase and installation of the Campus Area Network (CAN). Project cost \$1,460,000.
 - * Supervised the purchase and installation of the Television Satellite System to the dormitories.
 - * Assisted Physical Plant with the building renovations on the Center for Martine Training and Safety Campus.