MARIE Y. WILLIAMS

EXECUTIVE SUMMARY

Executive Human Resource Management ~ Finance and Administrative Services ~ Collaborative Agile Leadership ~ Strategic Planning

Customer-focused, innovative and dynamic executive human resource leader, with a broad background of skills and experience developing and executing strategic HR, administrative and financial solutions in support of institutional mission and strategic goals. Highly-accomplished MBA, ACE Fellow and Harvard University School of Graduate Education Institute for Educational Management (IEM) graduate with over twenty-four (24) years industry experience, including over (15) years of demonstrated HR achievements in higher education. CUPA-HR At-Large Board Member 2015-2018 (3-year term).

CORE COMPETENCIES

Senior Administrative HR & Finance Leadership • Change Management • Human Capital Development • Governance & Policy Formulation • Regulatory Compliance • Mentoring/Coaching • Employee Engagement • Work-life/Health & Wellness • Employee/Labor Relations • Collective Bargaining Agreements • Organizational Transformation • Performance Management • Process Engineering • Data Analytics/Metrics • Budget Planning/Cost Control • Grant Management & Proposal Development • Training and Professional Development • Emergency Management • Board and Community Presentations • Problem Solving • Strategic Planning • Relationship Building • Customer Service/Satisfaction • EEO & Affirmative Action • HR Technology Implementations (Banner, PeopleAdmin, Halogen Performance Management System, Kronos, ADP, Benefitfocus) • Certified Agile Leader (CAL)

PROFESSIONAL EXPERIENCE

NORTH CAROLINA STATE UNIVERSITY, RALEIGH, NC **JULY 2016 - PRESENT**
Associate Vice President for Human Resources

- Provide senior innovative HR leadership advancing an integrated, customer service-oriented approach to human resource management that is compliant with NC State, UNC system, state, and federal regulations for over 9,500 faculty and staff. Serve as a member of the Chancellor's Cabinet and reporting directly to the Vice Chancellor for Finance and Administrative (VCFA) serve as a member of the VCFA leadership team.
- Develop strategies and provides operational direction to effectively deliver human resources services to campus which are in alignment with the university's strategic goals and that incorporate human resources best practices.
- Provide advisement regarding human resources to the Vice Chancellor for Finance and Administration and other university senior leadership. Advises on complex, sensitive, high-level, and/or high-risk HR issues.

BALL STATE UNIVERSITY, MUNCIE, IN **2012 – JUNE 2016**
Associate Vice President for Human Resources & Administrative Services

- Provided executive human resource management leadership and strategic planning guidance for the University's HR Division that included University Human Resource Services, Payroll and Employee Benefits, Employee Relations and EEO/Affirmative Action, Health and Wellness and Financial Information Systems for Business Affairs. Serve as a member of the Vice President for Business Affairs' Senior Leadership Team.
- Provided leadership oversight for approximately 3,950 faculty and staff personnel for human capital development, HR administration, learning and development, performance management, employee classification and wage administration, employee onboarding, university leave programs and human resource federal and state regulatory compliance, to include but not limited to, FLSA, PPACA, FCRA, FMLA, ADA, HIPAA and Campus SaVE Act training.
- Selected accomplishments:
  - Through comprehensive benefit plan design, instituted initiatives that saved the University over $6 million in benefit plan savings since 2012.
  - Streamlined numerous HR processes for greater user efficiency and effectiveness such as Electronic Personnel Action Forms (EPAF's), appointment & offer letter processing, automation of background check processing, creation of tuition waiver workflows and enhanced tuition waiver policies.
  - Implementation of numerous technological automation projects)
  - Enhanced employee engagement and commitment to establishing a culture of health and wellness at Ball State. Overall participation rates had increased by 27.5% since 2012.
  - Ball State was the recipient of several Wellness accolades: The American Heart Association 2014 Fit Friendly Worksite Gold Achievement Award, the 2014 State of Indiana 5 Star Achieve Well Award and 2013 State of Indiana 3 Star Achieve Well Award.
  - Implementation of a Phased Retirement Program for faculty.
  - Completion of numerous Request for Proposals in the area of HR and Benefits that has led to significant savings to the HR and University budgets and/or operational efficiencies.
  - Completion of 3 comprehensive University wide surveys: campus-wide benefits survey (2012), Employee Workplace Environment Survey (collaboration with Institutional Effectiveness), and 2014 Best Places to Work in Indiana Survey, e.g. the results showed a 15% satisfaction score increase since 2010 with the training and development programs offered by the HR division.
  - Collaborations with key diversity and community leaders in Muncie, Indiana, resulted in enhanced engagement and community satisfaction with initiatives to increase employment of Muncie residents at Ball State.
  - Development of an Employee Recognition Program for Business Affairs (2013) that has led to similar recognition initiatives being conducted on campus, to include the President's Roundtable luncheons.

FISK UNIVERSITY, Nashville, TN **2001 – 2011**
Vice President for Finance and Administration (2010 - 2011)
Chief Administrative & HR Officer / Vice President for Administrative Services (2004-2010)
Director of Human Resources (2001-2004)

- Orchestrated adept administrative leadership and skillful alignment of HR, financial and operational management with University administrative services. Provided expert oversight of Offices of HR, Facilities & Grounds, Public Safety, University Post Office, Bookstore and Campus Dining Services. Regularly presented to Board of Trustees and President's Cabinet on a variety of HR/Finance agenda topics.
- Commanded superior strategic leadership and financial, administrative and HR management success delivering improved operational efficiencies/capital structure in support of students, faculty and staff.

Served as CFO and senior administrator skillfully managing $109 Million asset portfolio and $20 Million annual budget.

- Optimized achievement of organizational goals/objectives by skillfully identifying opportunities for improvement, utilizing adept knowledge of HR principles, strategic/operational planning, organizational decision support and financial/budgetary analyses. Reduced year-over-year spending by 10-15% annually.
- As part of the leadership team, built a strong foundation for enhanced productivity and captured savings in excess of $2.1 Million by formulating and launching an action plan to realign academic and administrative programs to include performance metrics and assessment as part of the University's cost savings initiative.
- Innovated campus-wide Fisk Experience and Student Engagement initiative through adept transformational leadership to effectively train/educate more than 200 faculty and staff on student engagement concepts, plans, and assessment techniques.
- Contributed to leadership excellence and provided expert oversight of strategic planning, coordination and administration of HR activities that included collaborating with Provost and faculty assembly in administration of HR issues.
- Managed HR administrative compensation functions with full accountability by conducting wage and benefit surveys of peer institutions in the local market and nationwide, carrying out analyses and recommending enhancements to the University's compensation plan
- Conceptualized policies and procedures to fulfill departmental objectives and raise awareness through creation of an employee orientation program and management/supervisory development, as well as by providing specific skills training in areas of diversity, anti-harassment and anti-discrimination
- Elevated management effectiveness and created strategic plan to revitalize employee engagement/morale and improve employee satisfaction through use of employee surveys and by motivating/mentoring underperformers, thereby achieving increased institutional efficiencies.
- Extended HR functional capabilities by successfully implementing a Human Resource Information System (HRIS) to create and analyze diverse HR reports, encompassing new hire, promotion and turnover reporting as well as other key HR metrics. Developed/administered Web-based performance management process.

ADDITIONAL PROFESSIONAL HISTORY

WESTIN SAVANNAH HARBOR RESORT & SPA, Savannah, GA **1999 – 2001**
Human Resources Manager

GEORGIA HERITAGE FEDERAL CREDIT UNION, Savannah, GA **1998 – 1999**
(FORMERLY UNION CAMP SAVANNAH FCU)
Vice President Financial Services

VIRGIN ISLANDS COMMUNITY BANK, St. Croix, US Virgin Islands **1993 – 1997**
Banking/HR Officer

EDUCATION

GEORGIA SOUTHERN UNIVERSITY, Statesboro, GA **2001**
Master of Business Administration

UNIVERSITY OF CENTRAL ENGLAND, Birmingham, UK **1993**
Bachelor of Arts with 1st Class Honors in Business Administration & Enterprise

UNIVERSITY OF EAST LONDON, London, UK **1992**
BTEC HND Business & Finance

LEADERSHIP DEVELOPMENT PROGRAMS/CERTIFICATES

CERTIFIED AGILE LEADER (CAL) **2017**
Center for Agile Leadership

CUPA-HR ASSOCIATION LEADERSHIP PROGRAM (ALP), TAMPA, FL **2014**

MUNCIE-DELAWARE COUNTY CHAMBER OF COMMERCE, MUNCIE, IN **2013**
Chamber of Commerce – The Academy for Community Leadership

HERS BRYN MAWR WOMEN'S LEADERSHIP SUMMER INSTITUTE, Bryn Mawr, PA **2010**
Women's Leadership in Challenging Times: Leveraging our Responses into Institutional Renewal (2-week residential program)

AMERICAN COUNCIL FOR EDUCATION (ACE) FELLOW, KENYON COLLEGE, Gambier, OH **CLASS OF 2009 – 2010**
ACE Semester Fellowship, Presidential Mentor: S. Georgia Nugent, President, Kenyon College

HARVARD UNIVERSITY, GRADUATE SCHOOL OF EDUCATION, Cambridge, MA **2008**
Institute of Educational Management (IEM) – (2-week residential program)

CUPA-HR INVOLVEMENT/EXPERIENCE

• College and University Professional Association for Human Resources (CUPA-HR) At-Large Board Member 2015 – 2018 • Program Facilitator, CUPA-HR Emerging Leaders Program 2016 - Present • CUPA-HR Committee Participation: Public Policy Committee and Budget & Finance Committee • NACUBO 2016 Annual Conference, joint NACUBO and CUPA-HR workshop session titled "Human Resources for Chief Business Officers" July 2016 • CUPA-HR 2015 Annual Conference, Workshop Speaker '"Crash Course – Creating a Meaningful Career in Higher Ed HR," and Panelist "Corporate Partners: Strategies for Success in the Higher Education Market" • CUPA-HR Emerging Leader Class 2014 – 2015 • CUPA-HR member

CURRENT & PAST PROFESSIONAL AFFILIATIONS

• NC State HR Advisory Board 2017 – Present • The Society for Human Resource Management (SHRM) • The Advisory Board Employee Health Compass Co-Hort • American Council on Education (ACE) Fellows Program • National Association for College & University Business Officers (NACUBO) • Society for College and University Planning (SCUP) • National Association for College Auxiliary Services (NACAS) • Advisory Council Member, Arts & Business Council of Greater Nashville

SPEAKING ENGAGEMENTS / PRESENTATIONS/HR CONSULTING

• APPA 2016 Thought Leaders Symposium, April 2016 • • Tyler Construction Engineers, Strategic HR Consultant & TDOT Annual Meeting Presenter, 2011-2014 • American Council on Education (ACE) Fellows Opening Retreat – Leadership, Advocacy, Strategic Thinking & Vision, August 2010, Itasca, IL • HBCU's Physical Facilities Transformation for the 21st Century, IDUES 2010 Conference, Washington, D.C. - Title III & Title IV • Event Committee Member, Annual Conference for National Association for College Auxiliary Services (NACAS), May 2009 • HBCU HR Consultant, Mellon College Retirement Project (Led to creation of Emeriti Retirement Health Program)