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EXPERIENCE

University of Hawai'i at Mānoa

Associate Athletics Director

Interim Athletics Director

Honolulu, HI

2006 – Present

January – March 2008

I serve as Deputy to the Athletics Director and provide leadership for the administration and operation of a 20 sport National Collegiate Athletic Association (NCAA) Division I intercollegiate athletics program.

- Review and approve all initiatives and contracts that have a financial impact.
- Responsible for preparation, administration, and evaluation of an annual budget of more than \$30 million.
- Provide leadership and support for revenue generation efforts including fund-raising, ticket sales, licensing, merchandising, corporate sponsorship, media rights, beverage and vending rights, and concession agreements.
- Solicited \$5.0 million gift that represents the largest single donation in the history of the athletics department.
- Negotiate and administer apparel agreements. Secured new apparel agreement for football worth \$4.1 million over 6 years in rights fees, product allowance, and marketing support.
- Ensure the department's operations are in compliance with state laws, university and department policies, NCAA rules, and conference rules.
- Participate in the development and implementation of gender equity and diversity plans.
- Oversee human resources and ensure that policies and best practices are followed. Administer collective bargaining agreements for administrators, coaches, and staff positions.
- Serve as the department's representative to the Hawai'i Congressional Delegation, the State Legislature, Aloha Stadium, and other state and county entities.
- Collaborate with university leadership to request funding for capital projects from the State Legislature resulting in more than \$30 million for capital improvements to athletic facilities during the previous three legislative sessions. Assist with planning, construction, major maintenance, and scheduling of athletic facilities.
- Coordinate budgeting, planning, and hosting of NCAA and conference post-season competition including the 2006 and 2011 Western Athletic Conference (WAC) Men's and Women's Track and Field Championship Meet, 2007 and 2011 NCAA Women's Volleyball Regional, 2008 WAC Women's Volleyball Championship, 2008 WAC Softball Championship, 2009 WAC Men's and Women's Tennis Championship, 2009 WAC Baseball Championship, and 2009 Mountain Pacific Sports Federation (MPSF) Women's Water Polo Championship.
- Administer participation in post-season events including the 2006, 2008, and 2010 Sheraton Hawaii Bowl, the 2008 Sugar Bowl, and the annual Conference Men's and Women's Basketball Championships.
- Provide administrative support for academic advising, academic performance, and student-athlete conduct. Assist with implementation of the Academic Performance Rate (APR) Improvement Plan.
- Coordinate and approve scheduling for all sport programs and negotiate contracts for non-conference football, men's basketball, and women's basketball games.
- Provide support for external affairs including corporate sponsorship solicitation, media relations, community relations, and customer service.
- Member of the strategic planning committee and coordinate implementation of "A 21st Century Strategy for Enhancing Our Winning Tradition 2009 – 2014."

Saint Mary's College of California

Moraga, CA

Director of Athletics and Recreational Sports

2000 – 2006

I provided leadership for a 14 sport NCAA Division I intercollegiate athletic program and a broad-based recreational sport program for a values centered, Christian Brothers University.

- Co-chaired the Athletics Review Task Force charged with assessing all varsity, club, and recreational sports programs to evaluate their current and future alignments with the college's strategic plan, as well as with NCAA, West Coast Conference (WCC), Title IX, and other appropriate regulatory guidelines and objectives. Implemented resulting strategic plan for intercollegiate athletics and recreational sports.
- Administered annual budget totaling more than \$9 million.
- Supervised department coaches, administration, and staff. Hired eight of college's 13 head coaches, first strength and conditioning coach, and several administrative positions.
- Participated as member of College Performance Management Task Group to develop new campus-wide performance management and evaluation system.
- Coordinated the development of athletic and recreation facility master plan and worked with Advancement Office on capital fund-raising.
- More than \$5.0 million was raised to support athletic grants-in-aid, endowment, and operations.
- Annual ticket revenue was enhanced by more than 80 percent over four year period.
- Negotiated college's first all-sport apparel agreement, first college-wide pouring and vending rights agreement, and first college-wide licensing agreement.
- Served as member of the College-Wide Budget and Campus Planning Committees.
- The NCAA Committee on Athletics Certification certified the college's athletic program without conditions for 10 years on February 18, 2002.
- The National Consortium for Academics and Sports recognized the college for outstanding degree completion and community service programs.
- Served on West Coast Conference Executive, Awards, Governance, and Revenue Surplus Committees.
- Appointed to NCAA Division I Academic, Eligibility and Compliance Cabinet and served on NCAA Continuing Eligibility Committee.
- Attended NCAA Division I-A Athletic Director's Institute, 2005.

University of Redlands

Redlands, CA

Director of Athletics and Physical Education

1995 – 2000

Guided a 20 sport NCAA Division III intercollegiate athletics program serving more than 500 student-athletes, an academic minor in physical education, and a broad-based recreation program including intramural and club sports for a values centered university.

- Collaborated with campus leadership to master plan, secure funding, and build athletic and recreational facilities including a new aquatic center, stadium renovation, soccer complex, and hammer throw facility.
- Doubled participation by women in athletics during a three-year period. Added women's lacrosse team.
- Served as member of the NCAA Division III Men's Golf Committee.
- Served as member of the NACDA Pigskin Classic Football Game Committee.
- Assigned leadership and administrative responsibility for Conference Programs/Hospitality Services Department effective April 1, 2000.

Midlands Collegiate Athletic Conference

Commissioner (Part-time concurrent employment with position at Avila College)

Kansas City, MO
1994 – 1995

Avila College

Director of Athletics

Kansas City, MO
1992 – 1995

Responsibility included the integration of the athletic, wellness, and recreational sport programs into a holistic liberal arts educational plan for a values centered, Sisters of Saint Joseph College.

- Elected to serve on the NAIA Council of Affiliated Conferences and Independents. Served as liaison to the NAIA's Divisions of Competition Committee.
- Member of the NAIA Midwest Region Coordinating Board and served as liaison to baseball coaches.
- Organized and administered the 1994 and 1995 NAIA Midwest Region Championship Baseball Tournament.
- Served as Chair of the Midlands Collegiate Athletic Conference Board of Athletic Directors (elected position) and selected Midlands Collegiate Athletic Conference Administrator of the Year, 1994-95.

Emporia State University

Assistant Director of Athletics for External Affairs

Emporia, KS
1988 - 1992

Director of Recreational Sports

Assistant Football Coach

I served as a member of the Athletics Director's leadership team. Established goals, coordinated efforts, and evaluated results in fund raising, marketing, promotions, sports information, and recreational sports. Coordinated scheduling, facility lease arrangements, and maintenance of athletic and recreational facilities and coordinated event site management.

- Executive Director of Emporia State University Athletic Club-the university's athletic fund-raising organization. Part of team that expanded donor base from 300 to 1,200 individuals in three years.
- Taught physical education activity courses and Freshman Seminar course.
- Served as Assistant Football Coach (1988-1990). Football team won 1989 Central States Intercollegiate Conference Championship and finished second nationally in NAIA Division I (11-2).

Shearson Lehman Brothers

Account Executive and Financial Consultant

Wichita, KS
1986 - 1987

Wichita State University

Assistant Football Coach

Wichita, KS
1984 – 1986

Arizona State University

Part-Time Assistant Football Coach

Tempe, AZ
1982 – 1984

University of Arizona

Volunteer Assistant Football Coach

Tucson, AZ
1981 – 1982

Santa Barbara Community College

Part-Time Assistant Football Coach and Assistant Athletic Trainer

Santa Barbara, CA
1979 – 1981

EDUCATION

University of Kansas

Lawrence, KS

Post-Graduate Work, 1990 – 1992

Major Emphasis: Higher Education Policy and Leadership

University of Arizona

Tucson, AZ

Master of Science, Exercise and Sport Sciences, 1985

Major Emphasis: Athletic Administration

University of California

Santa Barbara, CA

Bachelor of Arts, Physical Education and Psychology, 1981

Santa Barbara Community College

Santa Barbara, CA

1977 – 1979

COMMUNITY SERVICE

Rotary International, Redlands, California; Moraga, California; and Honolulu, Hawaii 1998-Present

Board of Directors, Moraga, California 2001-2006

President Elect, Moraga, California 2006

Catholics@Work: The Catholic Business and Professional Club of the Oakland Diocese 2005-2006

Knights of Columbus Council 3518, 3rd Degree Knight 1992-Present

City of Redlands Recreation Advisory Commission 1998-2000

Elected Chair September 1999

YMCA of Redlands Board of Directors 2000