
Susan D. Briggs

255 Ridgeview Dr.
Dillon MT 59725
Cell: (406) 660-0027
Work: (406) 683-7349

Summary

Forty-two years progressive experience in administration and accounting in public and private sectors, including thirty-two years progressively responsible professional and administrative experience in Montana's higher education system. Experience includes effective leadership in higher education administration of student affairs, business office, information technology, facility services, human resources, financial aid, auxiliary services, campus services, auditing, budgeting, financial statements, systems conversions, payroll administration, and risk, debt, and cash management. Experience includes broad exposure to current issues in higher education.

Relevant Knowledge and Skills

- Thorough understanding of duties of chief administration and finance officer including personnel management; directing, delegating and prioritizing both workload and special projects; ensuring compliance with federal and state laws, regulations, policies, and bond indentures; budget planning and oversight; implementing new initiatives; representing the institution with students, Board of Regents, Commissioner of Higher Education, University of Montana system, accreditation evaluators, auditors, contractors, legislators, state officials, and campus and community constituents. Excellent operational management skills and adept at planning, initiating, organizing, communicating, and providing leadership to institutional projects.
- Successfully accepted direct responsibility in the areas of administration and finance including business office, information technology, facility services, financial aid, auxiliary services, budget and planning, and human resources. Direct experience with financial statements, union negotiations, negotiating indirect cost proposal, IPEDS, FISAP, grant administration, and numerous federal, state, and OCHE reporting requirements.
- Intimate working knowledge of the State of Montana legislative appropriation process, accounting system (SABHRS), budgeting system (IBARS), Montana Operating Manual (MOMs), policies and procedures, and the legislative audit process; the Montana University System's budgeting process (CHEs), required Board of Regent reports, Montana Achievement Project (MAP), and Board of

Regents and MUS policies and procedures; and the University of Montana fiscal policies and procedures, union contracts, accounting, human resource, and student information systems (BANNER) and related sub systems.

- Since 2007, successfully accepted the additional duties as the Vice Chancellor of Student Affairs with direct responsibility with the Dean of Students for student conduct, Title IX, Counseling, Disability Services, Residence Life, Food Service, Conference and Events, and the Birch Creek Education Center. Direct responsibility for the Admissions Office. Includes understanding of multiple layers of compliance issues and the trends and issues of student services in higher education.
- Intimately, involved in the innovation and growth at Montana Western over the last nineteen years including the implementation of Experience One, strategic planning, MUS budget, human resources, and student affairs issues and task forces, building projects including the Swysgood Technology Center, biomass boiler project, and the three phase renovation of historic Main Hall, enterprise system implementations, and multiple restructurings and improvements to operations, facilities, and financial stability

Abilities

- Identify and solve non-routine problems involving higher education issues, legislative issues, planning & budget issues, and administration, faculty, staff, and off-campus personnel.
- Effective working relationships in difficult situations. Communicate and moderate institutional issues. Effectively screen, hire, evaluate and direct administrative and supervisory personnel.
- Research and prepare well-written reports and fiscal spreadsheets in response to administrative or legislative requests.
- Understand the broader vision or “big picture” on issues and team projects.

University Experience

The University of Montana-Western, Dillon, Montana

- *1998 to present – Vice Chancellor for Administration & Finance, Associate Vice President, University of Montana*
- *2007 to present – Vice Chancellor for Administration, Finance, and Student Affairs*
Chief Administrative, Financial & Student Officer of small public campus with \$32M budget

The University of Montana-Missoula, Missoula, Montana

- *1991 to 1998 – Assistant Director of Business Services*

Administrator in direction of day-to-day activities of Business Services, which operates with a staff of 52 and \$1.5M budget.

- 1990 – *Special Assistant to Vice President for Administration & Finance*
- 1988-1990 – *Internal Auditor/Budget Analyst*
- 1987 – *Assistant Accounting Systems Administrator*
- 1985-1987 – *Fund Accountant, Auxiliary & Agency Funds*

Current Committee Work

- MUS Human Resource Negotiating Team (three unions)
- MUS Shared Services Task Force
- MUS CFO & Budget Planning Committee
- MUS HR Directors Group
- UM – Debt Management Committee
- UMW – Chancellor's Cabinet
- UMW – Academic and Administrative Council, Co-chair
- UMW – Strategic Planning Committee
- UMW – Campus Development Committee, Chair
- UMW – Technology Steering Committee

Past Service

- MUS Inter-Unit Benefits Committee, Chair for 12 years
- MUS Self-Funded Worker's Compensation Oversight Committee
- BOR Task Force – IRS & Tax Compliance Committee
- BOR Performance Funding Task Force
- NWCCU Evaluator – seven visits
- Beaverhead County United Way Board
- Beaverhead County Chamber of Commerce Board

Other Experience

- Owner/Manager – S&R Bookkeeping Service, Missoula, Montana
- Accountant – Omni Food, Inc., Spokane, Washington
- Payroll Manager – Automated Phone Exchange, Inc., Salt Lake City, Utah
- Business Manager – NICE, Inc, Roy, Utah
- Bookkeeper – Briggs Ranch, Inc. Dell, Montana

Education

University of Montana – Missoula, Missoula, Montana
Bachelor of Arts in History/Political Science, 1974
Graduated with Honors