

Stephen M. Benson, Ph.D.

WORK EXPERIENCE

June 2024 – current

Paris Junior College

Paris, TX

President

- Oversee the general operations of the College and services as the chief executive officer of the institutions. Managing all aspects of college operations, strategic planning, and community engagement. Reporting directly to the Board of Regents.
- Supervise 11 direct reports, which include the following positions:
 - Vice President of Business Services, Vice President of Student Services, Vice President of Academic Instruction, Vice President of Workforce Development, Vice President of Technology, Director of Institutional Research, Athletic Director, Executive Director of Advancement and Marketing, Director of Human Resources, Police Chief, and Director of the Physical Plant
- Provides vision to advance the mission and goals of the College.
- Ensures compliance with state, federal, and accreditation regulations.
- Oversee campus facilities, budgeting, and financial management.
- Supports academic/workforce programs and student success initiatives.
- Advocated for state, federal, and private funding to support institutional goals.
- Recruit, develop, and retain qualified faculty and staff. Ensure appropriate pay systems are in place.
- Fosters professional development and leadership opportunities for employees.
- Ensures campus safety and preparedness for emergencies.

April 2017 – May 2024

McLennan Community College

Waco, TX

Vice President, Finance & Administration

- Oversee the financial and administrative operations of the College, which includes the supervision of Financial Services, Human Resources, Physical Plant, Emergency and Risk Management, Safety/Police, Purchasing and Auxiliary Services, Marketing and Communications, Financial Aid, Records and Registration, Enrollment Systems, and Admissions and Recruitment, Technology Services.
- Supervise 13 direct reports and indirect supervision of over 200 staff.
- Member of the Texas Association of Community College Business Officers and currently serve as the secretary of the association.
- Responsible for the oversight of the financial and operational audits.
- Oversee the development and monitoring of the \$61 million College budget and all state and federal grants.
- Oversee planning and implementation of all construction and remodeling projects for the College.
- Primary contact for all legal issues for the College.

- Oversee the College strategic enrollment management process.

Accomplishments

- Provided leadership for the College response to the COVID-19 pandemic. Led the College's strategic use of the Higher Education Emergency Relief Funds.
- Increased the financial position of the College. Added \$14 million dollars to the fund balance over the past 6 years. Established a Capital Improvement Reserve Account.
- Provided leadership to establish the Strategic Enrollment Management Plan and Committee Structure. Stabilized enrollment in year two and increased enrollment in year three.
- Provided leadership to review, revise, and establish new salary structures for faculty and staff. Developed plans that enhanced pay and benefits for employees. Invested over \$6 million during the past 5 years to improve pay to employees. Developed a Human Resources Task Force to constantly review the needs and requests of employees.
- Development of a facilities masterplan that includes a comprehensive review of all building maintenance needs, utilization, and future plans.
- Invested in new equipment, training, and supplies to elevate the Police department to the highest standards
- Established an Emergency and Risk Management department.

July 2014 - March 2017

Florida Gateway College

Lake City, FL

Vice President for Business Services

- Oversee the business services operations of the College, which includes the supervision of the Business Office, Bookstore, Food Service, Purchasing, Physical Plant, Safety/Security, Auxiliary Services, Information Technology, and Budget.
- Supervise 9 direct reports and indirect supervision of over 55 staff.
- Member of the Executive Council, College Senate, Policies and Procedures Committee, Salary and Benefits Committee, Textbook Committee, Institutional Effectiveness Committee, and Finance/Investment Committee of Florida Gateway College Foundation.
- Chair of the Facilities Committee and Safety Committee.
- Member of the Florida College System Council of Business Affairs.
- Oversee planning and implementation of all construction and remodeling projects for the College.
- Responsible for the oversight of the financial and operational audits.
- Direct the development and monitoring of the \$21 million College budget and all state and federal grants.

Accomplishments

- Provided leadership for the planning and building of a new public safety complex, which included a fire training center, shooting range, and driving pad.
- Provided leadership for the planning and execution of a \$9 million performance contract to upgrade utilities and building automation systems.

- Developed a facilities masterplan with short- and long-term priorities. Completed remodeling of three buildings and sections of five other buildings.
- Established a new cafeteria operation at the College, enhancing the student experience and generating revenue for the institution.
- Provided leadership to increase focus on safety and security-related issues at the College. Established an Office of Public Safety, revised related policies and procedures, implemented a new emergency alert system, and directed a major revision of the College emergency response plan.
- Implemented a new P-Card System, including policies/procedures, training, and integration with Banner.

January 2010 - June 2014

New River Community and Technical College

Beckley, WV

Vice President for Finance and Administration

- Oversee the financial and administrative operations of the College, which includes the supervision of the Business Office, Payroll Department, Purchasing Department, Financial Aid Office, Auxiliary Services, Safety/Security, and Physical Plant.
- Supervise 5 direct reports and indirect supervision of 26 total staff on five campuses.
- Member of the President's Cabinet, Accreditation Steering Committee, Staff Council, and Planning Council.
- Chair of the Facilities Committee, Safety Committee, and Budget Committee.
- Oversee planning and implementation of all construction and remodeling projects for College operated facilities.
- Negotiate and oversee all leased property, which includes 15 properties.
- Responsible for the annual financial audit and other audits required by the State of West Virginia.
- Oversee the development and monitoring of the \$19 million College budget and all state and federal grants.
- Adjunct Faculty – Management and Business

Accomplishments

- Provided leadership during the separation of financial operations from Bluefield State College. This included the establishment of the Business Office, Financial Aid Office, and Purchasing Department.
- Implemented the first departmental budgets and revised the budgeting process to align with the strategic planning process.
- Implemented a student pay for print system, to reduce College expenses and provide improved printing services to students.
- Provided financial and management leadership to guide the College through major growth in facilities. The College increased facilities by approximately 200,000 square feet in 5 facilities and had 3 construction projects underway, adding an additional 160,000 square feet.
- Successfully completed an application to have the former USDA research facility located in Beaver, West Virginia donated to the institution.

April 2008 – December 2009
William R. Sharpe Jr. Hospital
Chief Financial Officer

Weston, WV

- Manage all fiscal operations of the hospital, which includes the supervision of the Accounting/Fiscal Services Office, Purchasing Department, Central Receiving/Store Room, Billing Office, Admissions Office, Health Information Management Office, and Information Technology Department.
- Responsible for an annual operating budget of \$42 million.
- Supervise 7 directors and indirect supervision of 42 total staff.
- Member of the Senior Management Team, Utilization Committee, Diversion Committee, and participated in many state level committees with the Bureau for Behavioral Health and Health Facilities.
- Chair of the Awards and Recognition Committee.
- Collaborate closely with the Payroll/Human Resources Office and the Facilities/Maintenance Department, holding weekly meetings with both departments to review budgets, projects, and specific concerns of each department.

Accomplishments

- Implemented the first budgeting process and departmental budgets.
- Implemented approval processes and reduced expenses by \$300,000 during the first year of the new departmental budget.
- Provided leadership in the design for a 50-bed expansion of the hospital.
- Established a state committee of Chief Financial Officers for healthcare facilities to improve communication and collaboration between facilities.
- Provided leadership for Sharpe Hospital to assume patient billing services for an additional hospital to reduce operational costs for the state.

May 1997 – March 2008
West Virginia Wesleyan College
Director of Administrative Services

Buckhannon, WV

- Manage all aspects of the Student Accounts/Business Office, Administrative Services Office, Campus Post Office and the Printing Services/Bulk Mail Center.
- Supervised 7 employees and several student assistants.

Department Overviews:

- Student Accounts/Business Office – managed the financial billing and accounting functions for all students at WV Wesleyan College, including payment plan administration, counseling with students and parents, collections and all other accounts receivable. Responsible for summer conference billing and collections.
- Administrative Services – responsible for the centralized purchasing functions, contract administration, office supply purchases, bidding processes, management of the fleet vehicles, approval of travel expense accounts, travel policies, utility management, college budget, and other special projects assigned by the Vice President for Finance.

- Campus Post Office – full-service post office, with the ability to mail UPS, Federal Express, US Postal Service. The department housed all faculty, staff and student mailboxes and delivered mail to administrative offices.
- Printing Services/Bulk Mail Center – full-service print shop and mailing center with the ability to print in black and full color. The department performed graphic design work, binding, sorting and mailing of materials at the lowest rates possible through the US Postal Service. The department utilized multiple copiers, folders, and a high-speed envelope printer.
- Served on the following College committees: finance task force for strategic planning, staff assembly coordinating committee, staff representative for Board of Trustees, staff assembly member, president's administrative council, student travel committee, chair of the College wellness council, landscape and facilities task force for strategic planning, inauguration committee for Dr. Pamela Balch, judicial affairs committee, and various additional committees.

Served in several different capacities with the following titles:

Purchasing Coordinator

Director of Purchasing and Accounts Payable

Director of Purchasing, Accounts Payable and Postal Services

Director of Purchasing, Accounts Payable, Postal Services and the Service Center

Accomplishment

- Implemented the Printing Services Department. Developed policies, procedures, designed space, and acquired equipment. The department reduced operational costs at the College and provided improved services to faculty and staff.
- Implemented a fleet of 20 College vehicles to be used for faculty, staff, and student travel, providing significant travel-related savings for the college. Developed the policies, procedures, maintenance schedules, and acquired the vehicles.
- Centralized the purchasing of office supplies and paper to reduce institutional costs.
- Implemented a bulk mail center to allow the College to process all mailings from within the institution and reduce the cost to the lowest rates available.
- Member of the transition team for converting the financial operations of the College to the Datatel Colleague Administrative Software product as part of a consortium of private institutions in West Virginia.

ADDITIONAL WORK EXPERIENCE

2022 – Current

Lake Shore Baptist Church

Waco, TX

Music Director

- Responsible for the music program and director of the choir and handbell choir.
- Active member of the worship planning team.
- Financial manager of the choir scholarship program and general music budget.

2010 – 2013

Buckhannon Choral Society

Buckhannon, WV

Music Director

- Oversee the day-to-day operation of the 50-member community choir
- Responsible for grant writing, fundraising, recruitment of singers and other musicians and programming of concerts.
- Conduct 2-3 concerts each year, featuring performances with orchestra.

2004 – 2010

First United Methodist Church

Buckhannon, WV

Director of Music

- Responsible for the music program and director of the chancel choir, youth choir, and handbell choir.
- Active member of the worship planning team and Council on Ministries.
- Financial manager of the choir scholarship program, general music budget, and choir donation fund.

2004 – 2006

West Virginia Strawberry Festival

Buckhannon, WV

President and Executive Director

- Oversee the day-to-day operations of one of the largest festivals in the state of West Virginia.
- Manage 25 board members and volunteers.
- Responsible for an operating budget of \$200,000 annually.
- Extensive event planning experience.
- Served in previous years as 2nd Vice President and 1st Vice President.

Instrumental in developing the following new initiatives: business and individual membership (sponsorship) programs to increase revenue by \$25,000, golf tournaments, and securing advertising grants through the West Virginia Tourism Department.

Responsible for the following: grand feature parade, fireman's parade, high school band competitions, program book, brochures, entertainment, and corporate sponsorships.

EDUCATION

1993-1997

West Virginia Wesleyan College

Buckhannon, WV

- B.M.E., Bachelor of Music Education.
- Graduated Cum Laude.
- Recipient of the outstanding senior education student award and outstanding senior music student award.

2004 – 2007

West Virginia University

Morgantown, WV

- Pursued a Master of Educational Leadership Studies, with an emphasis in higher education administration.

2009 - 2010	Mountain State University	Beckley, WV
• Master of Science Degree in Strategic Leadership.		
2012 – 2016	Keiser University	Ft. Lauderdale, FL
• Ph.D. in Educational Leadership		

PROFESSIONAL TRAINING

Texas Public Investment Act Training – 2017, 2019, and 2021
 Ethics Training - 2022
 Investools - Investment Education - 2008
 WV State Auditor's Conference – 2008 and 2009
 WV FIMS Training (State Finance Computer Program) - 2008
 WV State Purchasing Conference – 2009
 College Business Management Institute (University of Kentucky) – 2010-2012
 Clery Center for Security on Campus Training - 2012
 Business Officer Training – National Association of College and University Business
 Officers - 2013

ACTIVITIES, INTEREST AND ACHIEVEMENTS

First United Methodist Church activities: Formerly – worship team member, chair of the college ministry team, staff-parish relations committee, and chaired the stewardship team and financial campaign for two years.

Served as a Commissioner for the City of Buckhannon’s Police Civil Service Commission. (2005 – 2008)

Recognized in 1996 by the State Journal as one of forty up and coming business and professional leaders in West Virginia as “Generation Next” a new program they began that year.

Graphic design work for WV Wesleyan College, WV Strawberry Festival and First United Methodist Church, and Buckhannon Choral Society - posters, flyers, and brochures.

Vice President of WV Association of Higher Education Fiscal Officers (2012 and 2013)

Staff Parish Relations Committee Member – Woodway United Methodist Church (2019 to 2022)

Youth Chorus of Central Texas Board Treasurer (2019 and 2020)

United Way of Waco/McLennan County – Finance Committee (2020)

Creative Waco Board Member (2021 to 2024)

Led an accreditation team for the Texas Higher Education Coordinating Board's Certificate of Authorization process. (2021)

Texas Association of Community Colleges Secretary (2022 and 2023)