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Alvin G. Hooten
Chair, Advisory Search Committee for Vice Chancellor for Student Affairs
The University of Tennessee at Martin
100 Administration Building
Martin, Tennessee 38238



Dear Search Committee:

Please accept the enclosed materials as an application for the position of Vice Chancellor for Student Affairs at the University of Tennessee at Martin.

I have excellent experience in a variety of areas relevant to supervision, collaboration and support within a college environment. I have worked with many critical areas on a college campus: admissions, orientation, crisis intervention, health services, retention, judicial affairs, financial aid, intramurals, student activities and organizations, first-year orientation classes, career services and leadership development. As the Vice Chancellor for Student Services, I had a pivotal position to be an advocate for students. From recruitment, admission and orientation to career services, we worked to bring our students a positive, successful and rewarding college experience. Enrollment of a student carries a responsibility to provide the services and support needed for the student to persist through graduation.

At the University of Arkansas at Monticello, I supervised a comprehensive Housing Office. This included staff training and development, room assignments and bill coding, Residence Life programming and community development, discipline, and working with food service management. In addition to working with residence hall renovation, I supervised the opening, management, and policy development for UAM's University Center. This facility contained a gym, locker rooms, weight room, exercise lab, faculty offices, classrooms, meeting rooms, the health services office, the campus activities office, snack bar, lounge, and the campus cafeteria.

My experience includes extensive knowledge of legal issues in a myriad of areas. I have been a judicial officer on five campuses. At the University of Arkansas at Monticello, I reconstructed our judicial system to decrease the time from the alleged violation to the hearing. We reduced the incident-to-hearing time from an average of 21 days to an average of two days with 80% of the hearings occurring within 24 hours. At the University of Arkansas Community College at Morrilton, I revised the student conduct and academic conduct codes. I have administered ADA compliance and accommodations, international student registration, student grievances, and sexual harassment complaints. At the University of Arkansas at Monticello, I lead a campus-wide evaluation of all physical structures and programs for compliance with the Americans with Disabilities Act.

Working for five years supervising a comprehensive admissions program at a growing community college has provided me with extensive campus-wide experience. This included work in developing promotional materials, creating procedures and process to aid staff efficiency, expanding community ties and relationships, and working with all areas of the college

to maintain positive and productive relationships. This area also involved significant work in academic advising for incoming students.

I was the Coordinator of Minority Student Services at Radford University. I have been a champion of drug education for more than 20 years. I am a long time member of the *Arkansas Collegiate Drug Education Committee*, a statewide committee established to encourage and support drug education committees at all Arkansas colleges and universities. I was an officer for eleven years. It was in large part this work for which I received the 2004 Arkansas College Personnel Association Outstanding Leadership Award. I was the University Liaison to the Student Government Association for six years at UAM and I started the Student Government Association at UACCM.

Wellness models and wellness programming are the embodiments of the Student Affairs professional's concern for the whole individual. At UAM, I initiated a Wellness Committee that worked to focus, enhance and coordinate diverse campus areas within a wellness model. Our Committee brought together the campus religious organizations, the Greeks, the intramural program, Health Services, the alcohol education group, the Counseling Center, and Residence Life. At UACCM, we had fewer resources available. I started a walking program. In one year, our participants walked enough miles to equal the distance from Washington, D.C. to San Francisco, California.

An important aspect of a Student Affairs leader is the vision he or she holds for the role of Student Affairs within the institution. I believe that the most important task of Student Affairs is to provide students with the opportunities, the services and the resources to facilitate success. While the primary focus is academic success, Student Affairs should not limit itself or its students by looking only at academics. Student Affairs should be the center for promoting success in all areas. This can be accomplished through academics, counseling, organizations, intramurals, work-study, athletics, service learning or tutoring. Success in any area can be the foundation for building a successful college experience.

Our jobs are about trust. Parents, who send their daughters and sons to us, are entrusting us with the most precious thing in their lives. Adults, who come back to college as "non traditional" students, are entrusting us with their hopes and dreams for a better life. The success of each of these students is the fulfillment of this trust.

I enjoyed the broad scope that being the Vice Chancellor for Student Services at a two-year college provided. I supervised key offices and services and I worked with students on a daily basis. However, I am looking for the excitement of new challenges and the opportunity to provide energetic leadership in a positive and student-oriented institution.

If you need any additional information, please contact me at [REDACTED]
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Sincerely,

Gary Gaston, Ed. D.

Philosophy of Student Affairs

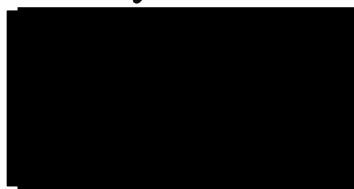
While education today has the face of institutions, universities and public school systems, education is about individuals. Education is the conscious and organized effort to stimulate, support, and encourage positive growth and development in individuals. Higher education is the engagement of individuals in intellectual, social, physical, occupational, spiritual, emotional growth that empowers them to live better lives and to be positive members of society. Student Affairs role is to promote student growth and success in these areas and to support the faculty in their educational efforts. Student Affairs should provide students with the opportunities, the services and the resources to facilitate this success. While the primary focus is academic success, Student Affairs should not limit itself or its students by looking only at academics. Student Affairs should be the center for promoting success in all areas. This can be accomplished through academics, counseling, organizations, intramurals, work-study, athletics, public service or tutoring. Success in any area can be the foundation for building a successful college experience. A successful college experience can be the foundation for a fulfilling life.

Student Affairs does not succeed alone. It must constantly proselytize the Student Affairs mission and the value of successful students. Almost universally, Student Affairs divisions need to do a better job of communicating what they do and why they do it. This should be done not only to the faculty but to all the stakeholders of the college.

Though a college is in many ways it is like a small town. A college is unique because a college exists for a single purpose: education. Education is the reason for every activity at a college. It is at the core of residence life, discipline, security, athletics, food service and student organizations. Residence life is more than providing a place to live. It is an opportunity to teach leadership and valuing others. Campus security is more than writing parking tickets. It educates students on the importance of societal rules. There is a reason we stop at stop signs. We want our athletic teams to win but we want them teaching positive values as well. Within each of these areas, a "Maslow's Hierarchy" exists. Residence life cannot educate about community responsibility, if it is not providing a clean, safe place to sleep. Campus security cannot link its actions to the larger issues of social responsibility, if there is no place to park. Larger educational issues cannot be developed, if we neglect the nuts and bolts of their meals, their rooms or their parking.

Résumé

Gary Gaston



ADMINISTRATIVE EXPERIENCE

Vice Chancellor for Student Services, University of Arkansas Community College at Morrilton, Morrilton, Arkansas – 1,500 students (2000 to 2005). Primary Responsibility: Provide leadership to the Student Services division of the University of Arkansas Community College at Morrilton. Areas of supervision, knowledge and experience:

- Recruitment
- Admissions
- Orientation
- Retention
- Financial Aid
- Veterans Affairs
- Educational Testing
- Registrar's Office
- Career Development Center
- Campus Security
- International Student Services

Other Responsibilities: College Catalogue, Publications and Promotions, ADA assistance and compliance, Student Government Association/Student Activities, Student Identification Cards, Judicial System, Nursing program selection

Assistant Vice Chancellor for Student Services/Dean of Students, University of Arkansas at Monticello – 2,000 students (1982 to 1999). Primary Responsibility: Provide leadership within the Student Services program of the University of Arkansas at Monticello. Areas of supervision, knowledge and experience:

- Residence Life
- Counseling Center
- Student Health Services
- Judicial Affairs
- Career Planning and Placement
- Department of Public Safety
- Special Student Services (ADA assistance and compliance office)
- College success/orientation classes (Director and Instructor)
- Upward Bound (TRIO Program)
- Youth Opportunities Unlimited (Secondary School program for at-risk youth)

- Educational Testing
- Student Activities and Organizations
- Intramurals and Recreation
- University Center (student center and recreation facility)
- Learning Development Center (TRIO Program)

Other Responsibilities: Student Identification Cards, Student Handbook, Alcohol and Other Drug Education Committee, Parents Day, Wellness Committee, Ethics Committee, Student Government Association, Interfraternity Council, Homecoming, Cheerleaders, FERPA, Drug Free Schools and Communities Act, and Student Right to Know and Campus Security Act compliance

Assistant Dean of Students, Radford University, Radford, Virginia – 6,100 students (1979 to 1982). Primary duties:

- Judicial Affairs
- Student Clubs and Organizations
- Disabled Student Services
- Minority Student Services

Counselor for Judicial Affairs, Virginia Polytechnic Institute and State University, Blacksburg, Virginia – 20,000 students (1977 to 1979). Primary duties:

- Administered an active, centralized student judicial system for a campus with 8,500 resident students

Area Coordinator, Northwest Missouri State University, Maryville, Missouri – 2,800 students (1976 to 1977). Primary duties:

- Supervised student personnel program for area of 450 male students
- Advised Inter-Fraternity Council
- Advised Inter-Residence Hall Council

Discipline Coordinator (one-half time), Southern Illinois University-Carbondale, Carbondale, Illinois – 20,000 students (1975 to 1976). Primary duties:

- Supervised student judicial system for a residence hall complex housing 3,000 students, maintained statistics and counseled students

TEACHING EXPERIENCE

- Freshman Seminar: Student Success and Orientation course (2000 to 2003)
- Introduction to Psychology (2001)
- College Skills: Student Success Techniques (1982 to 1999)
- Introduction to College Student Personnel (1994)
- Technical Writing (1975)
- English Composition (1974)

EDUCATION

Doctor of Education, Higher Education Administration, University of Arkansas at Little Rock, Little Rock, Arkansas – 1997

Master of Science in Education, College Student Personnel, Southern Illinois University-Carbondale, Carbondale, Illinois – 1976

Bachelor of Arts, English and Psychology, University of Central Arkansas, Conway, Arkansas – 1974

PROGRAM PRESENTATIONS

- “Helping Your Employees and Your Students: Judicial Systems Are Your Friends,” Arkansas Association of Two-Year Colleges Conference, 2003
- “Next Day Service: A technique to Stream line the Judicial Process,” Arkansas College Personnel Association Conference, 1998
- “A Little Humor Beats a Kick in the Teeth,” Southwest Association of Student Personnel Administrators Conference, 1993
- “First Amendment and the Campus Community,” Southwest Association of Student Personnel Administrators Conference, 1993
- “Stages: Understanding How We Make Moral Decisions,” Southwest Association of Student Personnel Administrators Conference, 1992
- “How Do We Make Moral Decisions?” Arkansas College Personnel Association Conference, 1989
- “Searching for Excellence in a Residence Life Program,” Arkansas College Personnel Association Conference, 1985
- “College Skills: A class in Survival Techniques for the University Student,” Arkansas College Personnel Association Conference, 1984
- “Using Volunteer Service as an Educational Task for Offenders,” Judicial and Honor System Conference, Randolph-Macon Woman’s College, 1981
- “Mediation: An alternative to Judicial Action,” Peaks of Otter Student Government Conference, Radford University, 1980

AFFILIATIONS and HONORS

- 2004 Arkansas College Personnel Association Outstanding Leadership Award
- Alpha Chi (Scholastic Honorary)
- American College Personnel Association
- Arkansas College Personnel Association – President, Vice President, Secretary/Treasurer
- Arkansas Council on Student Services – Secretary, Treasurer
- Arkansas Collegiate Drug Education Committee – Chair, Grant Supervisor, Researcher, Treasurer, Secretary
- Association for Christians in Student Development
- Phi Alpha Theta (History Honorary)
- Pi Kappa Alpha (Social Fraternity)
- Psi Chi (Psychology Honorary)