

SCOTT C. KELLEY

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EDUCATION

HARVARD UNIVERSITY

Ed.D. Higher Education Administration, 1995
Dissertation Topic: Retrenchment in Public Higher Education

Cambridge, MA

HARVARD UNIVERSITY

Ed.M. Higher Education Administration, 1988
G.P.A. 3.8

Cambridge, MA

OKLAHOMA CITY UNIVERSITY

M.B.A. Finance, 1986
G.P.A. 4.0 Graduated with High Honors

Oklahoma City, OK

BRIGHAM YOUNG UNIVERSITY

B.S. Economics, 1981
G.P.A. 3.5 Graduated in 2½ years (6 semesters)

Provo, UT

PROFESSIONAL EXPERIENCE

WEST VIRGINIA UNIVERSITY

August, 1995 to Present

Morgantown, WV

VICE PRESIDENT FOR ADMINISTRATION, FINANCE & HUMAN RESOURCES

- Responsible for all financial and administrative operations of the University including Planning (Budget Planning, Institutional Analysis & Planning), Finance (Controller, Risk Management, Business Services, Cash Management, Business Systems, Procurement) Facilities Services (Physical Plant, Facilities Planning, Public Safety, Construction, EH&S, Transportation), Human Resources (Employment, Classification & Compensation, Employee Relations, Training & Development, Medical Management, Workers Compensation, Payroll), and Auxiliary Revenues.
WVU is a Flagship, Doctoral/Research Extensive, Land Grant University with a Medical School, associated hospitals, and 3 regional campuses. WVU enrolls 30,000 students and has a combined operating budget of over \$1.1 billion.
- Sit on the WVU Hospital Board and Chair its Finance and Planning Committee.
- Sit on the Investment Committee of WVU Hospitals (\$200 million under investment).
- Sit on the WVU Research Corporation Board.
- Represent the University in various interactions with the legislature, the Higher Education Policy Commission, the Governing Board, government agencies, other institutions, and community groups.
- Serve as the liaison to the Board of Governors Business Affairs Committee.
- Co-Chair the University's Government Relations Council charged with formulating and communicating our local, state and federal legislative strategy.
- Led the planning and implementation of a \$300 million campus-wide facilities master plan.

PROFESSIONAL EXPERIENCE (Continued)

WEST VIRGINIA UNIVERSITY (Continued)

Morgantown, WV

August, 1995 to Present

- Introduced several new construction delivery methods.
- Helped strengthen the University's financial controls and position as evidenced by an improved bond rating in 1998.
- Directed the issuance of two series of revenue bonds and two bond refinancings.
- Implemented a values-based training and communication program for supervisors.
- Led numerous public/private partnerships in areas ranging from facility renewal and community development to transportation and financing.
- Oversaw the merger of West Virginia Institute of Technology into WVU.
- Established better business practices (Expert Business Offices, procurement cards, policy overhaul) which provided effective controls, improved service and saved millions of dollars for the University.
- Consolidated planning into a single unit, enhancing strategic decision support, modeling, scenario planning, and key indicator monitoring.
- With the Provost, oversaw the implementation of an Oracle enterprise solution for the University's financial and human resource systems.
- Reallocated 20% of the division's operating budget back to the academic mission of the institution over 5 years without layoffs.

THE UNIVERSITY OF TOLEDO

Toledo, OH

May, 1990 to July, 1995

ASSOCIATE VICE PRESIDENT FOR FINANCIAL AFFAIRS *(May, 1993 to July, 1995)*

- Responsible for all financial and business operations of the University including the Controller's Office (General Accounting, Grants Accounting, Payroll, Accounts Payable, Data Entry), Business Services (Purchasing, Printing, Mail Services, Property Control), Student Accounts, and Budget & Planning.
The University of Toledo at the time enrolled 24,000 students and had an annual operating budget in excess of \$200 million.
- Provided budget and financial information regularly to the President, University Executive Staff, and Board of Trustees.
- As Chair of the Administrative Computing Steering Committee, prioritized administrative computing projects, helped set computing policy, and assisted in strategic, long-term systems planning.
- As member of the University of Toledo Foundation Investment Committee, participated in asset allocation and investment decisions for the \$50 million endowment.
- Directed the investment of University interim monies of \$20 to \$40 million.
- Oversaw the issuance of two series of General Receipts Bonds.
- On team responsible for automation of Human Resource systems including benefits administration, position control, and affirmative action reporting.

ASSISTANT VICE PRESIDENT FOR BUSINESS AFFAIRS *(July, 1992 to April, 1993)*

- Supervised implementation of a "just-in-time" office supply system reducing delivery time and saving over \$50,000 annually.
- Helped install on-line student accounts receivable system.
- Began implementation of "invoiceless" accounts payable processing with a projected workload reduction of 4,000 hours annually.
- Was the University point person during two I.R.S. audits.

PROFESSIONAL EXPERIENCE (Continued)

THE UNIVERSITY OF TOLEDO (Continued)

Toledo, OH

May, 1990 to July, 1995

CONTROLLER – DIRECTOR OF BUSINESS AFFAIRS *(May, 1990 to June, 1992)*

- Revised Chart of Accounts, facilitating management reporting and ensuring GAAP compliance.
- Working with the Budget Office and Academic Affairs, helped institute controls which were crucial in improving the University's unallocated fund balance from \$100,000 to \$7.0 million.
- Automated time card reporting saving \$40,000 annually.
- Instituted workable control and reporting systems for travel reimbursement, 1099 reporting, construction accounting, contract review and compliance, fringe benefit expense reporting, and purchasing.

HARVARD UNIVERSITY

Cambridge, MA

January, 1989 to April, 1990

MANAGING AUDITOR – Internal Audit Department

- Acted as project leader for all assigned projects. This included project planning, audit scope definition, and staff supervision.
- Performed risk evaluation and appraisal of University systems and operations including sponsored research, construction, libraries, facilities maintenance, payroll, and a variety of academic departments.
- Provided consultative help to department management.
- Interacted with senior management throughout the University, negotiating and reporting in both oral and written form.

MIDDLESEX COMMUNITY COLLEGE

Bedford, MA

May, 1988 to September, 1988

ASSISTANT TO THE PRESIDENT – Internship

- Created and implemented a perpetual inventory system.
- Drafted the blueprint for the "Middlesex Institute" including a 3 to 5 year strategic plan for expansion into new fields.

HERTZ CORPORATION

Oklahoma City, OK

January, 1982 to September, 1987

ACCOUNTING MANAGER *(January, 1986 to September, 1987)*

- Supervised Staff of 25.
- Responsible for accounting control in areas of inventory, payables, and receivables for a division with \$100 million in revenue.
- Reduced staff by 2 and increased productivity over 70%.
- Helped implement mainframe, on-line customer database and A/R systems.

ASSISTANT MANAGER – Treasury Operations *(January, 1985 to December, 1985)*

- Responsible for control and processing of \$1 billion in disbursements and \$500 million in receipts annually.
- Supervised the relocation of division cash receipts to a centralized office.
- Automated the cash receipt function saving a projected \$1 million over 5 years.

PROFESSIONAL EXPERIENCE (Continued)

HERTZ CORPORATION (Continued)

Oklahoma City, OK

January, 1982 to September, 1987

SUPERVISOR – Receivables and Treasury Operations *(January, 1982 to December, 1984)*

- Held 3 supervisory positions of increasing responsibility.
- Controlled all accounting functions recording corporate receipts and disbursements.
- While in Receivables, responsible for collection and processing of \$40 million annually.

ADDITIONAL EXPERIENCE AND SERVICE

OTHER BOARDS OF DIRECTORS

Morgantown, WV

September, 1995 to Present (various terms)

Morgantown Area Chamber of Commerce
Campus Neighborhoods Revitalization Corp.
Morgantown Vision 2020
Healthworks Physical Therapy Corporation
Community Living Initiatives Corporation

ADJUNCT FACULTY – West Virginia University

Morgantown, WV

September, 1996 to Present

- Teach graduate level Higher Education Finance course
- Member of 12 doctoral committees

VICE CHAIR OF AUDIT COMMITTEE – CACUBO (Business Officer Association)

January, 1993 to August, 1995

TEACHING FELLOW – Harvard Graduate School of Education

Cambridge, MA

September, 1988 to December, 1989

TAX CONSULTANT – Fossil Creek Land Company

Oklahoma City, OK

March, 1982 to April, 2003

- Conducted tax preparation and bookkeeping services for a small oil and gas land leasing company

MISSIONARY – Church of Jesus Christ of Latter Day Saints

San Jose, Costa Rica

August, 1977 to August, 1979

- Lived and worked in 4 countries