

## **Jeff Graham, Ed.D**

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### **PROFESSIONAL EXPERIENCE**

#### **Frostburg State University**

May 2007 to present

Frostburg, MD 21532

June 2019-present

#### **Associate Vice President for Student Affairs & Interim Vice President (July 1, 2019)**

- Promoted to Associate Vice President and appointed as the Interim Vice President for Student Affairs
- Provide leadership for the Division of Student Affairs, including 13 units: Career & Professional Development Center; Veterans Services Center; Residence Life Office; Substance Abuse Facts & Education; Student Conduct & Community Standards; Student & Community Involvement (Cultural Events Series and Marketing & Design); Lane University Student Union; Student Activities & Greek Life; Civic Engagement; Center for Diversity, Equity, & Inclusion; Health Services; Counseling Services
- Member of the President's Executive Committee
- Strategic Planning, Assessment, and Program Evaluation
- Responsible for budgetary oversight of multiple programs and facilities, including \$8 million in auxiliary revenue from occupancy rentals, \$6 million operating budget, \$980,000 grant budgets, and \$105 million in facility capital assets.
- Leading change management and an institutional culture of excellence

September 2013-May 2019

#### **Assistant Vice President for Student Affairs**

- Coordinate special projects for the VP of Student Affairs
- Provide leadership with the Career & Professional Development Center
- Provide leadership with the Veterans Services Center
- Provide leadership with the Residence Life Office
- Provide leadership with the Substance Abuse Facts & Education Office
- Provide leadership with the Student Conduct & Community Standards Office
- Direct supervision of six unit Directors
- Lead NCAA prevention programming efforts with Athletics
- Facilitate program review, assessment, strategic planning, and compliance for assigned areas

- Primary leadership for efforts regarding the Maryland Collaborative to Reduce College Drinking and Related Harms
- Serve as primary liaison to coordinate collaboration with Frostburg City government (town/gown relationships)
- Collaborate with Enrollment Management regarding University recruitment and retention efforts
- Serve on various institutional committees and represent the University at regional Chamber of Commerce events
- Provide University representation for several national organizations including NASPA, ASCA, NACE, and NCAA
- Contributor for the National Institute of Health's NIAAA College AIM Alcohol Intervention Matrix
- Serve as the primary investigator of the Drug-free Communities grant for the Frostburg Community Coalition
- Emergency Operations Planning

November 2009-August 2013

**Associate Dean of Students**

- Chair the President's Alcohol Task Force
- Administered the University's Code of Student Conduct for on and off-campus behavior
- Conduct Title IX Investigations
- Chair the Students of Concern Behavior Intervention Team
- Function as Director for the National College Health Improvement Project (NCHIP) as appointed by the President
- Assist with administering the Maryland Strategic Prevention Framework alcohol prevention grant
- Coordinate late-night recreational programming activities for student-athletes
- Serve on various institutional committees as assigned by the Dean of Students and the Vice President of Student Affairs
- Coordination for the student Preview Guide program for *Preview FSU*
- Assist with the coordination and training of faculty instructors for *Introduction to Higher Education*
- Complete annual institutional reports and research
- Deliver presentations regarding University alcohol prevention efforts to constituents and stakeholders
- Developed NCAA-compliant programs for student-athletes: *Making It Count*, *Bthe1 Bystander Intervention*, and *Focus on Performance* through the NCAA CHOICES grant

May 2007-October 2009

**Student Development Specialist**

- Comprehensive academic support, advising, and tutoring for Student Support Services
- Monitor student's academic progress and financial aid status

- Assistance to the Director in completing TRIO grant reports/requirements
- Hearing Officer and Panel Member for Student Conduct Hearings
- Provided assistance to the Vice President for Affairs with Preview FSU and FSU Connections Learning Community placements
- Mentored a diverse population of first generation, low-income students in navigating the college experience
- Collaborate with faculty members in blended Learning Community environments
- Effectively communicate with parents regarding student issues consistent with FERPA authorizations
- Team participant in spearheading the university's *Roadtrip Nation* curriculum for freshmen
- Led the 2009 *Frostburg Roadtrip: Maryland* event with three students from *Introduction to Higher Education* Course
- Provide academic support presentations for the Admission's Office

**Waynesburg University**

Waynesburg, PA 15370

February 2005-April 2007

***Coordinator of Educational Support Services***

- Administered the university's *Major Decision* program for Undecided students
- Assisted the Director of Advising with coordinating fall advising for first-year students
- Academic advising and mentoring for student-athletes
- Administered the university's *Alcohol and Other Drug (AOD)* Student Conduct, Education and Diversion program
- Coordinated Education Enrichment Program services and academic support
- Administered the university's academic probation program
- Responsible for coordination of semi-annual *Faculty/Student Dialogues* and monthly Professional Staff Development luncheons
- Coordinated *Don't Cancel that Class* programming
- Facilitated monthly *Successful Student Seminars*
- Led 10-day service learning trip to Guatemala in May 2006

**United Summit Center**

Clarksburg, WV 26301

November 2004-January 2005

***Program Director***

- Contractual consultation services for program/facility management of a new substance abuse detoxification unit
- Operational management of facility during start-up phase
- Hired and trained new staff members
- Secured third-party contracts
- Developed policy and procedure documents

**The Mental Health Center**

Oakland, MD 21550

February 2000-October 2004

***Program Director***

- Responsible for the operational management of after-school programs
- Staff training and development
- Member of health/education multi-disciplinary task force
- Organizational representation and advocacy with inter-agencies
- Quality assurance of programs and compliance

**Maryland Department of Juvenile Services**

Cumberland, MD 21502

June 1989-January 2000

***Assistant Superintendent***

- Responsible for the development, implementation, and coordination of recreational and outdoor programs for adjudicated adolescents
- Developed assessment protocols for juvenile offenders
- Coordinated athletic tournaments and wilderness programs
- Implemented substance abuse treatment and recovery programs
- Developed behavior management plans with staff, educators, and teachers
- Researched effective trends for treatment and developed curriculums accordingly
- Established multi-disciplinary teams to evaluate program performance
- Developed character education, leadership, and job readiness curriculums
- Strategic planning to improve program proficiency

**West Virginia University**

Morgantown, WV 26506

May 1988-May 1989

**Graduate Assistant for Recreation and Intramurals**

- Coordinated student staffing for informal recreational facilities
- Planned and implemented intramural curriculums for individual sports
- Supervised facilities and referees for team sports
- Coordinated emergency management protocols for injuries
- Management and retention of athletic equipment

**EDUCATION**

**Ed.D. Doctor of Education in Educational Leadership, 2015**

Frostburg State University

Frostburg, MD 21532

**Dissertation:** *Relationship between High-Risk Drinking and Team Cohesion among College Athletes*

**MSW Public Administration, 1989**  
**BSW Community Health, 1988**  
West Virginia University  
Morgantown, WV 26506

### **CAMPUS COMMITTEES AND ORGANIZATIONS**

- University Council on Diversity, Equity, & Inclusion; 2019-present
- Athletics Advisory Council; 2019-present
- Assessment & Institutional Effectiveness Council; 2017-present
- Students of Concern Committee; Frostburg State University; 2010-present
- Admissions Character & Conduct Committee; Frostburg State University; 2010-present
- President's Alcohol Task Force, Chairperson; 2009-2017
- Academic Advising Committee; Frostburg State University; 2013-2014
- Student Affairs Program Review Committee; Frostburg State University; 2011-2012
- Introduction to Higher Education Committee; Frostburg State University; 2012
- Student and Community Involvement Committee (ADHOC); Frostburg State University; 2008
- Learning Connections Committee; Frostburg State University; 2009-2010
- Phoenix Academic Probation Committee; Frostburg State University; 2008-2010
- Parking Appeals Committee; 2007-2009
- Service Learning Committee; Waynesburg University; 2005-2007
- Retention Committee (ADHOC); Waynesburg University; 2006
- Academic Standards Committee; Waynesburg University; 2005-2007
- Unity and Diversity Club; Waynesburg University Staff Advisor; 2006-2007
- Commuter Club; Waynesburg University Staff Advisor; 2006-2007
- Outdoor Experience Club; Waynesburg University Staff Advisor; 2006-2007

### **MERITS & CERTIFICATIONS**

- NASPA AVP Institute; 2019 cohort
- Academic Impressions; Leadership Development cohort; 2018-2019
- ATIXA Civil Rights Investigator; Level IV Certification; 2018
- NCAA Leadership Development cohort; 2017
- Training for Intervention Procedures (TIPS) certified instructor; 2017
- Allegany County Chamber of Commerce; Leadership Allegany cohort, 2016-17
- The Washington Center; Public Institution of the Year Award; Internships, 2016
- Frostburg State University; Staff Award for Excellence; 2013
- Outside the Classroom: Leadership Development Course; 2010
- ASCA Gehring Academy; 2010
- National Institute of Justice; Leadership Development Course; 1998

- Governor's Award: Continuous Quality Improvement; Bronze Medal; 1997
- Secretary's Citation: Innovative Program Development; 1996
- Governor's Citation: Above and Beyond the Call of Duty; 1993

### **COMMUNITY INVOLVEMENT**

- Northern Garrett Youth League Football: Game Announcer: 2015-2017
- Northern Garrett Mat Club Youth Wrestling Coach 2014-2017
- Northern Garrett High School, Girls Soccer Coach 2004-2009
- AYSO Region 861 Coach/Referee Administrator/Board of Directors; 2001-2017
- Vice President Northern Garrett Soccer Club and Board of Directors; 2001-2005
- Board of Directors Western Maryland 4-H and Educational Center; 2001-2003
- Garrett County Educational Task Force Member; 2001-2004

### **PROFESSIONAL MEMBERSHIPS**

- ASCA: Association for Student Conduct Administrators; 2009-present
- NASPA: Student Affairs Administrators in Higher Education; 2009-present
- NASPA: Alcohol and Other Drugs Knowledge Community; 2009-present
- NASPA: Region II Leadership Team; 2013-2017
- NASPA: Student-Athlete Knowledge Community; 2013-2017
- NACE: National Association of Colleges and Employers; 2013-present
- AAEE: American Association for Employment Education; 2013-present
- NSEE: National Society for Experiential Education; 2013-present
- NACADA: National Academic Advising Association; 2006-2009
- PADE: Pennsylvania Association of Developmental Educators; 2005-2007

### **ASSESSMENT & PROGRAM REVIEW**

- Leadership oversight for the Division of Student Affairs Assessment & Institutional Effectiveness efforts
- Led FSU Athletics through strategic planning process when moving from NCAA Division III to NCAA Division II (2018)
- Coordinated external Program Review for Allegany College of Maryland Athletics Department (2017-2018)
- Led strategic planning initiatives for Career & Professional Development Center, Substance Abuse Prevention Programs, Student Conduct & Community Standards, Veterans Services, and Residence Life

## ADJUNCT PROFESSOR RESPONSIBILITIES

- Doctoral graduate course in Educational Leadership: *Strategic Planning and Data-Driven Decision-Making*
- Undergraduate first-year seminar: *Sports and American Culture*
- Undergraduate first-year seminar: *Western Maryland Adventure*
- Undergraduate first-year seminar: *Introduction to Higher Education*
- Undergraduate seminar for students on conditional admission or academic probation: *Strategies for Academic Success*

## PROFESSIONAL PRESENTATIONS

- Graham, J. & DeWitt, A. *Reducing Underage Drinking through Community Collaboration*. Presentation at the 2018 National Leadership Forum for the Community Anti-Drug Coalitions of America. National Harbor, MD. February 8, 2018.
- Graham, J. & Trangenstein, P. *Environmental Scans as Tools for Reducing Excessive Drinking*. Presentation at Alcohol Policy 17. Arlington, VA. April 7, 2016.
- Graham, J. *Collaborative Efforts between Athletics, Student Affairs, and the Office of Gender Equity*. Professional Development presentation for the Capital Athletic Association Athletic Directors. March 22, 2016.
- Graham, J. *Relationship between High-Risk Drinking and Team Cohesion among College Athletes*. Presentation at the Annual Convention for the MD Association for Health, Physical Education, Recreation, and Dance. October 17, 2014.
- Johnson, L., Nelson, T., & Graham, J. *Implementing Effective Environmental-Level Strategies*. Webinar for NASPA/NCHIP. May 21, 2014.
- Kareti, L., Graham, J., Bernoudy, M., & Millerick, T. *Athletics is a Student Affair: Team Up to Manage Crisis*. Presentation at the 2014 NASPA National Conference. Baltimore, MD. March 18, 2014.
- Workman, T., Arria, A., Graham, J., & Parcover, C. *Reducing High-Risk Alcohol Use in College Settings: The Power of Partnerships*. Presentation at Substance Abuse and Mental Health Services Administration (SAMHSA) 10th Annual Prevention Day at the Community Anti-Drug Coalitions of America (CADCA) 24<sup>th</sup> Leadership Forum. National Harbor, MD. February 3, 2014.
- Kareti, L., Graham, J., Bernoudy, M., & Millerick, T. *Athletics is a Student Affair: Team Up to Manage Crisis*. Presentation at the NCAA National Convention. San Diego, CA. January 15, 2014.

- Graham, J. *Comprehensive Strategies for the Off-campus Environment*. Presentation at the National Institute of Health/NIAAA Working Group Research Symposium. Bethesda, MD. December 6, 2013.
- Graham, J. *Engaging Student Athletes in Comprehensive Alcohol Prevention Efforts*. Webinar for the Illinois Higher Education Commission. October 23, 2013.
- Graham, J. *Utilizing a Task Force to Implement Comprehensive Environmental Strategies in Reducing Harms Related to High-Risk Drinking Behaviors Among College Students*. Presentation at the United States Naval Academy Annual Alcohol Awareness Summit. Annapolis, MD. February 25, 2013.
- Graham, J., & Ketterman, J. *Collaborative Learning: Implementing Effective, Research-Informed Intervention Programs for Alcohol Policy Violators*. Presentation at Association of Student Conduct Administrators (ASCA) Annual Conference. St. Pete's Beach, FL. February, 8, 2013.
- Graham, J. *Engaging Student Athletes in Comprehensive Alcohol Prevention Efforts*. Presentation at NASPA Alcohol and Other Drug 2013 Annual Conference. Fort Worth, TX. January 17, 2013.
- Graham, J. *Comprehensive Environmental Strategies and Community Collaboration*. Presentation at 2012 Alcohol Prevention Coalition Annual Research Summit. Boston, MA. June 18, 2012.
- Graham, J. *Making It Count: Evidence-informed Practices with Athletics at Frostburg State University*. Presentation at the National College Health Improvement Project (NCHIP) Learning Collaborative Session II. Austin, TX. January 10, 2012.
- Ketterman, J., Graham, J., & Stubbs, H., *From a National to a Campus Perspective on Alcohol Prevention*. Presentation at the Association of Student Conduct Administrators (ASCA) Annual Conference. St. Pete's Beach, FL. February 3, 2011.
- Graham, J., & Ketterman, J., *Mobilizing a Task Force to Change the Culture of High-Risk Drinking*. Presentation at the U.S. Department of Education's National Meeting on Alcohol and Other Drug Abuse and Violence Prevention in Higher Education. National Harbor, MD. October 19, 2010.
- Bowling, T., Graham, J., & Shimko, A. *How Lessons from the Open Road Transformed Frostburg's First-Year Seminar*. Presentation at the 28<sup>th</sup> Annual Conference on the First-Year Experience (FYE). Orlando, FL. February 10, 2009.



## PUBLICATIONS

- Graham, J. (2015). *Relationship between high-risk drinking and team cohesion among college athletes* (Order No. 3708047). Available from ProQuest Dissertations & Theses Global. (1696935533).
- Graham, J. (2014). *The life of an athlete*. NASPA Region II Student-Athlete Knowledge Community Blog. <https://www.naspa.org/constituent-groups/posts/the-life-of-an-athlete>
- Graham, J. (2013). *A new chapter in the book*. NASPA Region II Student-Athlete Knowledge Community Blog, November 27, 2013. <https://www.naspa.org/constituent-groups/posts/a-new-chapter-in-the-book>