

Dr. Harry Nelson, D.P.A.
Post Award Services Specialist
Office of Research and Sponsored Projects
University of West Georgia
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EDUCATION

- D.P.A. Valdosta State University: Public Sector Management, 2018
- M.M. University of Georgia: Performance, 2010
- B.M. University of West Georgia: Performance, 1998

UNIVERSITY OF WEST GEORGIA: LEADERSHIP EXPERIENCE

- Post Award Services Specialist – Office of Research and Sponsored Projects (2022-Present)

Responsible for managing post award services including the supervision and oversight of grant related business processes. These processes include the review of grant award agreements, the development and maintenance of grant budgets within the PeopleSoft Financials system, and the routine monthly, quarterly and annual invoicing. I am also responsible for the review and management of budget operations for all divisions reporting to the Vice President for Innovation and Research.

Accomplishments

- The development of a new invoicing system for grants
- The development of new reporting queries, and budgeting strategies

- Administrative Manager – Office of the Provost and VPAA (2020-2022)

Responsible for two areas of concern following the 2020/2021 reorganization and restructuring of the university: Planning and analysis for the restructuring of Academic Affairs budgets, and liaising between the Provost's Office and the Office of Legal Affairs regarding academic and university-wide policy.

Budget related responsibilities include the development of university-wide budget reports extrapolating data from PeopleSoft Financials, special projects for

the development of new budget and personnel procedures, and budget management for interdepartmental initiatives.

Policy related responsibilities include representing the Office of Legal Affairs in the faculty governance process, the development of policy language and documents for Academic Affairs, and the revision and upkeep of university handbooks.

Accomplishments

- Created and implemented a virtual Authorization to Employ form and submission process for all Academic Affairs Spring 2022 part time faculty hires.
- Developed and implemented the Fall 2021 part time hiring process for Academic Affairs.
- Developed a PeopleSoft SQL Query designed to report the progress of expenditures from pre-encumbered requisitions, to encumbered purchase orders, and expended vouchers and receipts. This data was also combined with budget data from a separate query to produce an excel friendly Budget Progress Report.
- Developed data and research for the establishment of the organizational budget for the newly formed University College.
- Developed the process for extrapolating PeopleSoft data for the monthly departmental expenditures progress report to the Provost.
- Adapted the College of Arts and Humanities single-sheet budget data entry worksheet for institutional use.
- Assisted with the development of the new Office of Legal Affairs.
- Completed a draft revision of the Office of Human Resources' Staff Handbook, including an online version.
- Completed a draft revision of Faculty Senate By-Laws, including an online version, and presented the online draft to the Faculty Senate in February 2021.
- Completed a draft of the Faculty Handbook.
- Developed a transitional summer budget plan for colleges following staff reorganization.

Service

- Currently serving as the Office of Legal Affairs representative on the Rules Committee.
- Currently serving as the Office of Legal Affairs representative on the Faculty Development Committee.
- Currently serving as a Title IX Investigator.
- Service on staff hiring committees for the Provost's Office.

- Administrative Manager – Dean’s Office, College of Arts & Humanities (2018-2020)

Responsible for advising the Dean on all budgetary and personnel matters within the college. Reviewed and coordinated personnel processes including faculty teaching workloads and program growth projections for all departments within the college. Reconciled Dean’s Office and college department budgets. Served as liaison between departmental staff and upper administrative offices. Managed foundation accounts funded by donors, including community and private foundations. Managed the budget and paperwork for grant funded programs.

Accomplishments

- Developed a metrics document for the college to assist with the quarterly Score Card.
- Developed the college’s workload report and process by extrapolating data from Banner.
- Streamlined the college 24-hour turnaround standard for budget and personnel documents by training student assistants to process and enter budget data for the office.
- Improved the unique, single-sheet budget data entry worksheet to better accommodate foundation and institutional budget data.
- Developed a unique PeopleSoft Query and a weekly college-wide reconciliation process.
- Developed a new Google Sheet summer budget worksheet, facilitating department chair engagement with the summer budget process, leading to the college’s first profit realization for summer studies.

Service

- Served as the chair of the Presidential Committee on Institutional Policy from its founding in 2018 until its transition into the new Office of Legal Affairs in 2020.
- Served as a member of the Policy Taskforce from 2016 until its transition to the new Presidential Committee on Institutional Policy in 2018.
- Served on staff hiring committees within the college and with University Police.

- Budget Manager – Dean’s Office, College of Arts & Humanities (2010-2018)

Responsible for developing and maintaining the new college budget and personnel procedures. Advised the Dean on all budgetary and personnel matters within the college. Reviewed and coordinated personnel processes including faculty teaching

workloads and program growth projections for all departments within the college. Reconciled Dean's Office and college department budgets. Served as liaison between departmental staff and upper administrative offices. Managed foundation accounts funded by donors, including community and private foundations. Managed the budget and paperwork for grant funded programs.

Accomplishments

- Established college Budget and Personnel processes for the new college, including document workflows and budget data worksheets.
- Created a unique, single-sheet budget data entry worksheet, and instituted a 24-hour turnaround for college budget documents.
- Developed a database and process for a paperless file system.
- Instituted and facilitated monthly Budget Managers' Meetings.
- Compiled institutional knowledge in a single document for internal use.
- Developed the summer stipend budget process for study abroad.
- Reorganized the Credit by Exam revenue recognition process at the college level.
- Developed the department-funded scholarships process.
- Developed COAH budget training presentation for staff.

Service

- Service on staff hiring committees.

UNIVERSITY OF WEST GEORGIA: STUDENT-RELATED LEADERSHIP EXPERIENCE

- Faculty/Staff Advisor – Campus Catholics

Responsible for coordinating the activities of the UWG Campus Catholics during a period of growth in the organization. 2020 was an exceptional year for the UWG Campus Catholics. Through donations and efforts from the local parish, the organization established a Newman Center directly adjoining campus. As part of that expansion effort, I have assisted in establishing university foundation funds, and the application for Student Activity funds for the group, for the first time in its 20+ year existence. I am currently spearheading major organizational projects for the group that will serve as groundwork for many years to come.

ADDITIONAL EXPERIENCE

- Program Coordinator – UWG Department of Music

Responsible for managing and maintaining budget and personnel records for the department, hiring and supervising student employees, booking events and room reservations for departmental and non-departmental events, preparing and distributing all departmental publications including development and recruitment materials, scheduling, promoting, and directing recruitment events for the department, developing and managing departmental website and databases.

- Career Specialist – Briggs & Associates

Responsible for maintaining a 100% rate of employment for a caseload of twelve individuals with identified cognitive disabilities; developing and implementing innovative training techniques while supervising clients with identified cognitive disabilities on job sites in a wide variety of industries including construction, clerical, and customer service job sites; initiating relationships with local businesses to secure job placements for the unique and challenging employment needs of clients with cognitive disabilities; maintaining weekly contact with clients and employers to insure satisfaction and to maintain positive relationships; counseling clients regarding employment matters and coordinating client activities related to employment; advocating for clients in the workplace and community; maintaining confidential daily records.

TEACHING EXPERIENCE

- UWG eMajor – Organizational Leadership Program (2020-present)

Courses Taught

- POLS 4200 Principles of Public Administration
- POLS 4202 Intergovernmental Behavior
- POLS 4204 Public Finance
- POLS 4217 Grant Writing for Non-Profit Organizations
- POLS 4218 Project Management in the Public Sector
- POLS 4220 Administrative Law and Government

Courses Revised

- POLS 4204 Public Finance

- UWG eCore (2017-present)

Courses Taught

- MUSC 1100 Music Appreciation

- UWG Department of Music (2006-present)

Courses Taught

- MUSC 2600C Applied Guitar Instruction
- MUSC 4600C Applied Guitar Instruction
- MUSC 4942 Full Recital
- MUSC 4981 Directed Independent Study

Course Collaborations

- MUSC 3604 String Techniques and Materials

COMMUNITY: LEADERSHIP EXPERIENCE

- The West Georgia Autism Foundation

I am a founding member of the West Georgia Autism Foundation (WGAF). In this community role, I have organized and managed five major fundraisers with revenue totaling \$35,000 to \$75,000 and costs totaling \$10,000 to \$35,000 each. I have served as the WGAF treasurer since our founding in 2017, I have managed over \$100,000 in net assets annually, our organization raising over \$350,000 in the five-year period since its inception. As Chair of the Board of Directors from 2018 until 2020, I have worked with the organization to establish strong fiscal controls, and program initiatives. I've worked with the board through a reorganization of leadership and organizational by-laws. I am currently serving as the president of the foundation.

- The West Georgia Community Foundation

In 2015, I served as a grant reviewer for the West Georgia Community Foundation. I had the opportunity to review grant applications for a number of local organizations, including the Boy's & Girl's Club of Metro Atlanta, Carrollton City Schools, and the Carrollton Parks, Recreation, and Cultural Arts Department, among other. This introduced me to a world of local philanthropy, and led to new interests in public service.

TRAININGS, PRESENTATIONS AND AWARDS

- **Trainings and Presentations Delivered**

- 10/15/2021 **Faculty Handbook PolicyStat Template.** A presentation to the UWG Faculty Senate demonstrating the Faculty Handbook in the new PolicyStat platform.
- 9/21/2021 **Faculty Handbook PolicyStat Template.** A presentation to the UWG Faculty Senate Rules Committee demonstrating the Faculty Handbook in the new PolicyStat platform.
- 4/6/2021 **UWG Academic Affairs Available Balance Report.** Training for part time administrative staff to extrapolate and present data regarding the progress of budget and expenses for academic affairs, including all colleges and schools, on a monthly basis. The goal is to limit the processing time to 2 hours.
- 4/6/2021 **Job Aid: UWG Academic Affairs Available Balance Report.** This job aid was developed to train part time administrative staff to extrapolate and present data regarding the progress of budget and expenses for academic affairs, including all colleges and schools, on a monthly basis. The goal is to limit the processing time to 2 hours.
- 4/1/2021 **University Policies & Procedures.** Review of the University Policies & Procedures document with the Chair of the Faculty Senate.
- 2/19/2021 **Faculty Senate Bylaws Template.** A presentation of a new online template for the faculty senate bylaws given at the February meeting of the UWG Faculty Senate. It was part of a larger project to review faculty governance documents at the University of West Georgia.
- 2/5/2021 **Faculty Senate By-Laws Revision Proposal: Senate Chair.** A presentation of a new online template for the faculty senate bylaws given to the Chair of the Faculty Senate in preparation for the upcoming February 2021 UWG Faculty Senate meeting. It was part of a larger project to review faculty governance documents at the University of West Georgia.
- 10/28/2020 **Faculty Senate By-Laws Revision Proposal: Rules Committee.** An initial presentation to the UWG Faculty Senate Rules Committee – a proposal to review, update and revise several faculty governance documents, including the Faculty Senate Bylaws, the University Statutes, and a document titled University Policies and Procedures.
- 10/14/2019 **West Georgia Autism Foundation Autism Warrior Award.** This award was presented on behalf of the West Georgia Autism Foundation to Buddy and Sandra Floyd for their community work with equine therapy in the West Georgia area.
- 5/10/2019 **West Georgia Autism Foundation Autism Warrior Award.** This award was presented on behalf of the West Georgia Autism Foundation to Anthony Smith for his community work and dedication to inclusiveness in the Carroll County Boys & Girls Club.

- 2/21/2019 **COAH Budget and Expense Data Entry for Student Assistants.** Training to complete the development of student assistant administrative job skills, and to streamline budget processes in the dean's office.
 - 5/16/2018 **Budget Analyst Presentation: Public Private Ventures.** A brief review of the origins of USG Public Private Ventures in state law, and Board of Regents policy.
 - 2/1/2017 **Budget and Account Training for COAH Staff.** A tutorial for college staff that reviews account code and chart string structure for the University of West Georgia.
- **Trainings Attended**
 - 12/12/2022 **UWG Fall Refresher 2022.** A broad set of compliance training on Vehicle Safety and Title IX compliance.
 - 12/11/2022 **UWG PCARD Refresher 2022.** A refresher training for P-Card users and approvers.
 - 11/11/2021 **Electronic Budget Amendment (eBA) Training for Initiators.** Training for the rollout of UWG's electronic budget amendment.
 - 10/26/2021 **Cayuse Industry Benchmark Report: Results and Perspectives.** A presentation on the Cayuse platform for Pre-Award and Post-Award management.
 - 10/20/2021 **UWG PCARD Refresher 2021.** A refresher training for P-Card users and approvers.
 - WorkWest Compliance Refresher 2021.** A broad set of compliance training on Vehicle Safety and Title IX compliance.
 - 8/18/2021 **Title IX Hearing Panelist Training.** Virtual training presented by the USG System Office for employees who serve as Title IX Hearing Panelists.
 - 8/5/2021 **Title IX Advisor Training.** Virtual training presented by the USG System Office for employees who serve as Title IX Advisors.
 - 7/27/2021 **Lean Six Sigma Training.** An online training module through DevelopWest reviewing the history, development, and fundamentals of Lean Six Sigma.
 - 7/20/2021 **Supervisor Essentials for Success.** A review of Human Resources workflows, and Legal Affairs topics surrounding UWG employment and work practices.
 - 7/19/2021 **PeopleSoft Query Training.** An online training module reviewing PeopleSoft Query Development, including a review of Web Queries and Query Building in PeopleSoft.
 - 5/27/2021 **PeopleSoft Financials Department Approver Training.** Instructions for official department approvers on their roles and responsibilities for approving financial transactions at the University of West Georgia.

- 4/27/2021 **Cybersecurity Awareness.** Cybersecurity awareness module focused on policies, incident reporting, social engineering, social media, personal cybersecurity and teleworking safely .
- 3/31/2021 **UWG Financial Edge Training.** Virtual training presented by the UWG Foundation reviewing updates to the financial database and reporting.
- 3/25/2021 **OneUSG Time and Absence Changes.** Virtual training presented by UWG to review changes in OneUSG's Time and Absence Reporting module.
- 3/24/2021 **Tips for Part-time Investigators.** Virtual support training for Part Time Title IX Investigators presented by the USG.
- 3/8/2021 **Title IX Investigator Training.** Two-day virtual training workshop presented by the USG to prepare university employees to function as Title IX Investigators.
- 12/15/2020 **UWG OU Campus Web Basic Training.** Details regarding the functionality of UWG campus website maintenance.
- 12/11/2020 **UWG OU Campus Web Accessibility Training.** Training outlined the various guidelines for accessibility on the web for UWG Campus Users.
- 11/27/2020 **UWG Clery Act CSA Supplemental Refresher.** Additional training for designated Campus Security Authorities (CSAs)
- 11/16/2020 **WorkWest Compliance Refresher 2020.** A broad set of compliance training on Vehicle Safety, Clery Act, E-Learning, FERPA, and Sexual Misconduct.
- 7/31/2020 **Safety Short: Coronaviruses and COVID-19.** Return to campus safety planning and training.
- 4/17/2020 **Cybersecurity Awareness Spring 2020.** An awareness module to help USG employees stay cyber safe
- 10/25/2019 **WorkWest Compliance Refresher 2019.** A broad set of compliance training on Vehicle Safety, Clery Act, E-Learning, FERPA, and Sexual Misconduct.
- 11/14/2018 **Key Accounting Concepts and Principles.** WorkWest instructional module covering basic accounting concepts.
- 11/7/2018 **WorkWest Compliance Refresher 2018.** A broad set of compliance training on Vehicle Safety, Clery Act, E-Learning, FERPA, and Sexual Misconduct.
- 5/8/2017 **Human Resources Core Knowledge: Skills, Concepts and Tools.** Core concepts in Human Resources Practices at UWG and in the USG institutions.
- 3/6/2017 **ePAR Training.** Training for initiators and approvers with instruction on using the ePAR system to initiate personnel action request forms. Personnel action requests are used to hire employees or make changes related to employment.

- 11/14/2016 **WorkWest Compliance Refresher 2016.** A broad set of compliance training on Vehicle Safety, Cleary Act, E-Learning, FERPA, and Sexual Misconduct.
 - 7/18/2016 **Food Purchasing 101.** A course outlining the Board of Regents' policies, and UWG procedures for food purchases with institutional funds.
 - 10/19/2015 **WorkWest Compliance Refresher 2015.** A broad set of compliance training on Vehicle Safety, Cleary Act, E-Learning, FERPA, and Sexual Misconduct.
 - 9/12/2015 **Collaborative Institutional Training Initiative (CITI Program).** Research ethics compliance training. This training covered the history of research, ethical principles of research, research with human subjects, federal regulations, the Institutional Review Board (IRB) – processes and regulations, informed consent, and privacy and confidentiality.
 - 3/26/2015 **Protection of Human Subjects in Research: Working with Your IRB.** Initial IRB training at and Q & A session at UWG.
- **Awards**
 - 11/11/2019 **Knights of Columbus Knight of the Month Award.** Award received for my efforts to develop greater inclusiveness in recruiting neuro-diverse members into the organization.
 - 12/12/2018 **Risk Management Environmental Health and Safety Award.** Award received for my involvement with risk management related policy on campus, and for developments related to college-level emergency preparedness plans.

STUDIES AND WORKING PAPERS

- **An Analysis of the Communication of Organizational Knowledge Along Workflows at the University of West Georgia**
A dissertation developing case study data on perceptions of conflict within workflows at the University of West Georgia.
- **Constitutional and Statutory Law Regarding University Governance**
A review of constitutional origins of university governance in the state of Georgia, and an outline of statutory law, and Board of Regents policy.
- **Fast Food Federalism**
The development of a new metaphor for American federalism that aims to reconcile progressive and anti-progressive realities from foundation to present.