

KAY BALES

2500 N. Kensington Way
Muncie, Indiana 47304
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Student Center 224
Muncie, Indiana 47306
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EDUCATION

Doctor of Education, July 2000, *Ball State University*, Muncie, Indiana

Major: Adult and Community Education

Cognate: Higher Education Administration

Dissertation Title: *A Qualitative Study of the Leadership Practices of Eight Women in Student Affairs Administration at Ball State University*

Master of Science in Education, May 1987, *Eastern Illinois University*, Charleston, Illinois

Major: Guidance and Counseling/Student Personnel in Higher Education

Bachelor of Science, May 1985, *Northern Kentucky University*, Highland Heights, Kentucky

Major: Public Administration

PROFESSIONAL EXPERIENCE

Ball State University, Muncie, Indiana

ASSOCIATE VICE PRESIDENT FOR STUDENT LIFE

May 2001 - Present

ACTING ASSOCIATE VICE PRESIDENT FOR STUDENT AFFAIRS

August 2000 - Present

An administrative position responsible for the direction of the Student Life area. Provided leadership for the departments of Disabled Student Development, Leadership and Service Learning, Multicultural Center, Orientation, Student Organizations and Activities, and the Student Center and Campus Programs. Served as consultant to and consulted with the Vice President for Student Affairs and other University staff on programs, policies and issues.

Responsibilities included:

Administrative:

- Responsible for the supervision of thirty-one full-time professional, service, and support staff.
- Provided oversight for area personnel, program, operational, and foundation budgets totaling approximately 1.8 million dollars.
- Conducted continuous audits of personnel and financial resources needed to achieve area goals.
- Served as a member of the Parents Advisory Council; coordinated and edited the Council's newsletter published three times annually.
- Chaired and wrote final report for the Campus Safety Task Force.
- Worked with Student Life staff and Dean of Students on judicial cases involving student organizations.

Student Life Area Development:

- Provided leadership for the transition of responsibilities between the Multicultural Center and Leadership and Service Programs; worked with students and staff to meet the needs of all participants.
- Collaborated with Student Center director, staff and students to redesign 10,000 square feet space for the Multicultural Center, Leadership and Service Programs, retail space, and study lounge.
- Co-coordinated awareness activities for the Student Center Task Force.
- Implemented monthly staff development meetings for all professional staff.
- Coordinated various Welcome Week events sponsored by the Student Life area.

Student Leadership and Organization Development:

- Provided oversight for the distribution and use of Student Activity fees of approximately \$286,000.
- Coordinated the Campus Activities Fund Board allocation process of \$37,000; assisted funded groups in program planning and contract negotiations; and developed new funding guidelines approved by the Board.
- Advised the Student Government Association.
- Advised the Student Leadership Development Board.
- Supervised the Board of Trustees student member selection process.
- Served as a resource to students and involved students in a wide range of University issues.

DIRECTOR OF LEADERSHIP & SERVICE PROGRAMS

July 1995 - July 2000

DIRECTOR OF STUDENT ACTIVITIES

July 1991 - July 1995

An administrative position responsible for the direction of the Leadership and Service Programs area. Developed the mission and redesigned the operational philosophy of the area to reflect a model which integrates service and leadership into all aspects of the area's work. In 1995, renamed the office to reflect the new mission and philosophy. Provided leadership for Student Voluntary Services, service-learning, Excellence in Leadership Program, Freshman Connections (living and learning communities) mentor component, Interfraternity Council, National Pan Hellenic Council, Panhellenic Council, and leadership programs for students. Leadership and Service Programs provides support services to approximately 325 student organizations.

*Responsibilities included:***Administrative:**

- Supervised, trained, and evaluated twenty-five professional, support, graduate and student employees. Expanded staff size from thirteen to twenty-five members.
- Prepared and administered budgets totaling \$140,000. Increased area budgets from \$45,000 by acquiring external grants and additional institutional funds for proven success of programs.
- Coordinated the preparation of reports on student involvement and retention, participation in area programs, and compiled year-end reports.

Grant Administration:

- Authored and was awarded a three-year \$223,000.00 grant from the W.K. Kellogg Foundation for leadership development.
- Co-developed proposals and provided oversight for four two-year grants totaling \$132,000 from the Indiana Campus Compact.
- Co-developed proposal and provided oversight for a one-year renewable grant for \$13,000 from the Indiana Commission on Community Service and Volunteerism (ICCSV).

Leadership Development:

- Designed and implemented a four-year undergraduate leadership development program, which included workshops, retreats, mentor component, and community service.
- Secured academic credit through Teachers College for Excellence in Leadership participants.
- Designed a leadership transcript program for Excellence in Leadership participants.
- Created and coordinated the Excellence in Leadership Teaching Award process; acquired funds from Student Affairs and Academic Affairs to support the award.
- Coordinated, in partnership with University College, leadership workshops for faculty.
- Collaborated with Multicultural Affairs on student leadership programs.
- Co-advised the Student Leadership Development Board.
- Advised Cardinal Corps
- Developed a bi-annual newsletter for student leaders.
- Wrote and edited resource handbooks for student organizations and faculty advisors.

Program Planning:

- Co-developed the Cardinal Leadership and Service Seminar (C.L.A.S.S.) for matriculating students, a three-day seminar involving students in leadership development and community service activities.
- Co-designed, implemented and supervised mentors for the Freshman Connections program serving 3400 matriculating students.
- Collaborated to establish the local National Pan Hellenic Council.
- Co-created a standards document and annual evaluation process for fraternities and sororities.
- Designed, in partnership with the Fisher Institute for Wellness, an organizational assessment for student groups.
- Assisted with the planning and evaluation of student events.
- Coordinated Welcome Week events.

ASSISTANT DIRECTOR OF STUDENT ACTIVITIES

July 1989 - June 1991

Advised sixteen national sororities and Panhellenic Council, Alpha Lambda Delta Freshman Honorary, two cheer squads, dance squad, Order of Omega, and Greek Week committees. Co-advised the Student Leadership Development Board and developed leadership programs for students. Collaborated with Student Affairs departments to provide educational programs for students. Supervised, trained and evaluated one support staff and three graduate assistants.

UNIVERSITY SERVICE

- Freshman Connections Coordinating Committee, 1997-Present
- Housing Futures Task Force, 2000 - Present
- Campus and Community Task Force, University Representative, 2000 - Present
- Freshman Learning Council, 1995 - Present
- Freshman Learning Council, Agenda Committee, 1998 - Present
- Student Affairs Vision Team, 1998-2000
- Yield Initiatives Team, 1999-Present
- University Senate Student Activities Committee, 1991 - 2000
- Director of Housing and Residence Life Search Committee, 1999
- Women's Week Committee, 1999
- Orientation Advisory Committee, 1990 - 1998
- Freshman Connections Steering Committee, 1996 - 1997
- Assistant Director of Orientation Search Committee, Chair, 1994
- Associate Director of Housing and Residence Life Search Committee, Chair, 1992
- Director of Student Life Search Committee, 1990
- United Way Campaign, Student Life area coordinator, 1990

Millikin University, Decatur, Illinois

DIRECTOR OF GREEK AFFAIRS

July 1987 - July 1989

Advised five national sororities and six national fraternities, the Panhellenic and Interfraternity Councils, and Greek Judicial Board. Co-advised the Homecoming Committee and University Program Board. Provided academic and personal counseling to students. Developed educational and leadership programs for students and organizations.

TEACHING AND PUBLICATION EXPERIENCE

Ball State University, Muncie, Indiana
Department of Educational Studies
EDHI 401, Leadership and Development of Student Organizations, Instructor, 1991-1997

Ball State University, Muncie, Indiana
ID 101, Interdisciplinary course for guided studies students, Instructor, fall 1996

Millikin University, Decatur, Illinois
University 101, Orientation course required for all freshmen, Instructor, fall 1988 and spring 1989

Bales, K. (October 1998). Teaching leadership for tomorrow. The Compleat Learner, p. 1 (Office of Teaching and Learning Advancement Newsletter), Ball State University.

Bales, K. (May 13, 1998). Training leaders must start when they are young. Muncie Star Press, p. 8.

Bales, V.K. (1997). Leadership as an institutional initiative. A Leadership Journal: Women in Leadership-Sharing the Vision, 1 (2), 103-107.

Bales, K. (1990). Internal communications. In National Interfraternity Conference (Ed.), Interchange Program Manual (pp. 45-54). Indianapolis: National Interfraternity Conference.

PROFESSIONAL SERVICE AND DEVELOPMENT

National Association of Student Personnel Administrators, 1991 - Present

- Leadership Network, Founder and Chair, Region IV-East, 1998-2000
- Leadership Drive-In Workshop, Chair, Region IV-East, 1999
- Annual Conference Program Committee, Region IV-East, 1998 and 1999
- Fraternity and Sorority Network, Chair, Region IV-East, 1996 - 1998

National Clearinghouse for Leadership Programs, 1992 - Present

Association of Fraternity Advisors, 1986 - 1998

- National Conference Committee, Office Manager, 1991, 1992 and 1993
- Mid-American Area Coordinator, 1990
- Illinois State Coordinator, 1988

Certified Training Consultant Institute, Ball State University, 1993

Undergraduate Interfraternity Institute

- Session Coordinator, 1993
- Professional Facilitator, 1991 and 1992

National Association for Campus Activities, Competency Based Education Program, Eastern Illinois University, 1987.

SELECTED PROFESSIONAL PRESENTATIONS

"Leadership Development Programs: How to Get Started". Association for Christians in Student Development Annual Conference, Pre-Conference Workshop, June 2000.

"Culture, Conflict, and Collaboration in Learning Communities" (Co-presenter). National Association for Student Personnel Administrators National Conference, Pre-Conference Workshop, March 2000.

"Developing an Engaged Citizenry" (Co-presenter). National Association for Student Personnel Administrators National Conference, March 2000.

"Challenges of Leadership" (Co-presenter). Leadership Fayette County, March 2000.

"Retention Programs" (Panelist). Indiana Association for Women in Education Annual Conference, October 1999.

"Collaborative Planning and Preparation: The Vital Ingredients for Successful Learning Communities" (Co-presenter). National Association for Student Personnel Administrators National Conference, March 1999.

"Preparing for a Career in Student Affairs" (Panelist). National Association for Student Personnel Administrators Region IV-East Conference, February 1998 and 1999.

"The Power of One" (Keynote Address). American Society of Women Accountants Regional Meeting, November 1997.

"Linking Leadership and Service" (Keynote Address). Pilot Club Regional Conference, April 1997.

"Excellence in Leadership" and **"Integrating Service and Leadership to Achieve Student Success and Retention"** (Co-presenter). National Association for Student Personnel Administrators Region IV-East Conference, February 1997.

"Leadership as a Unifying Theme for Teaching Across the Disciplines" (Panelist). American Association for Higher Education National Conference, March 1996.

"Leadership Development: A Tool for Building Community" (Co-presenter). National Association for Student Personnel Administrators Region IV-East Conference, February 1996.

"Sorority Membership and You" (Keynote Address). Indiana University Sorority Forum, October 1994.

"Risk Management" (Pathway Facilitator). Mid-American Greek Conference, February 1993.

"Sorority Extension Panel" and **"Sorority Programs Based on a Wellness Model"** (Co-presenter). Association of Fraternity Advisors Annual Conference, December 1991.

"Developing Chapter Self-Assessment Programs". DePauw University Greek Conference, May 1991.

"Developing Alumni Programs". Association of Fraternity Advisors, Annual Conference, December 1990.

"Reality 101 - New Professionals Workshop" (Panelist). Association of Fraternity Advisors Annual Conference, December 1989.

"Greek Unity" (Keynote Address). Eastern Illinois University Greek Week Forum, April 1989.

PROFESSIONAL RECOGNITION AND HONORS

W.K. Kellogg Foundation, **National Program Model Award** for the Excellence in Leadership Program, 1999

National Association for Student Personnel Administrators, **National Exemplary Program Award** for the Excellence in Leadership Program, 1998

National Association for Student Personnel Administrators, Region IV-East, **Innovative Program of the Year** for the Excellence in Leadership Program, 1997

National Interfraternity Conference Personal Initiative Award, 1992

Alpha Lambda Delta Honorary

Golden Key National Honor Society

Omicron Delta Kappa - Leadership Honorary

Order of Omega - Greek Leadership Honorary