

8.C.2

Administrative and supervisory personnel possess postsecondary education credentials and/or experience and demonstrated competencies appropriate to their areas of responsibility.

Exhibit 8.C.2.1 — Administrative Personnel

Source: <https://stech.edu/about/faculty-and-staff/>

8.C.2.2 — VP of Academics Job Description

JOB DESCRIPTION	
Institution:	Southwest Technical College
Position:	Vice President of Academics
Last Revised:	12/20/2023
Reports To:	College President

Job Summary:

The Vice President of Academics supports the College President in administering and directing College affairs. He/she also serves as the chief academic affairs officer for the college, directing academic program development and implementation, and faculty growth and development. This role administers the policies and procedures which apply to academic programs and faculty; and directs the planning, developing, and implementing of academic programs and courses to meet the present and future needs of the community, and comply with USTC and COE accreditation standards.

Source: [Vice President of Academics Job Description](#)

8.C.2.3 — VP of Academics Degree: Scott Leavitt



Source: [VP of Academics Degree](#)

Exhibit 8.C.2.4 — VP of Finance and Operations Job Description

JOB DESCRIPTION	
Institution:	Southwest Technical College
Position:	Vice President of Finance and Operations
Last Revised:	12/20/2023
Reports To:	College President

Job Summary:

The Director of Finance oversees the financial operations of the college and represents the college on various state and community committees as directed by the College President. This employee informs the College President of changes in trends, laws, rules and regulations in his/her area of expertise. The person in this role shall conduct his/her duties in full compliance with applicable federal and state law and local ordinance. He or she is accountable for developing long range plans and strategies for the development and use of the College's financial resources.

Source: [Vice President of Finance and Operations Job Description](#)

Exhibit 8.C.2.5 — Vice President of Finance and Operations CPA Verification

UTAH DIVISION OF PROFESSIONAL LICENSING
LICENSEE LOOKUP & VERIFICATION SYSTEM

Details for Clarissa M Crosby			
License Information			
Name:	Clarissa M Crosby		
City, State, Zip, Country:	CEDAR CITY UT 84720 United States		
Profession:	Accountancy		
License Type:	Certified Public Accountant		
License Number:	7971749-2601		
Obtained By:	Examination		
License Status:	Active		
Original Issue Date:	03/27/2012		
Expiration Date:	12/31/2026		
Agency and Disciplinary Action*:	NO DISCIPLINARY ACTIONS WITHIN THE TIME FRAME ESTABLISHED IN UTAH CODE 63G-4-106 AND 107**		
Docket and Citation Number(s):	N/A		
E-Prescriber:			
Education:			
School Name	Major	Graduation Date	Degree
Utah State University	Accounting	2005-05-07	Bachelor of Science
Southern Utah University	Accounting	2010-04-30	Master of Science

Source: <https://secure.utah.gov/liv/search/search.html>

Exhibit 8.C.2.6 — VP of Student and College Services Job Description

JOB DESCRIPTION	
Institution:	Southwest Technical College
Position:	Vice President of Student and College Services
Last Revised:	12/20/2023
Reports To:	College President

Job Summary:

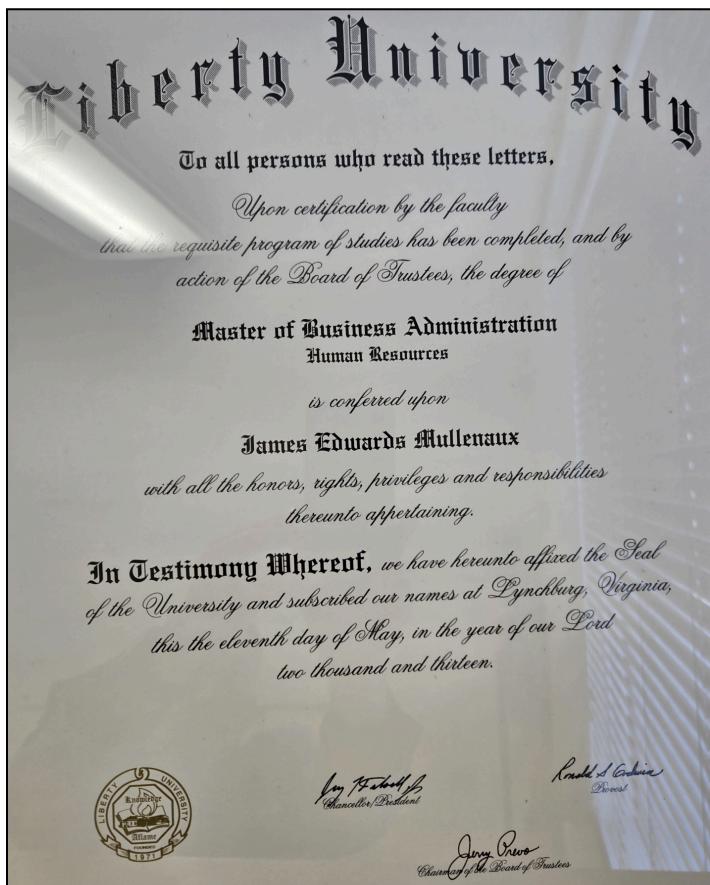
Vice President of Student Services functions include recruitment, enrollment, development, and service programs that support the educational mission of the college. This role reinforces the policies and procedures that apply to student services; and coordinates the planning, developing, and implementing of student services to meet the present and future needs of the community in compliance with USTC and COE accreditation standards.

Source: [Vice President of Student and College Services Job Description](#)

Exhibit 8.C.2.7 — NASFAA Sample Credential: James Mullenax

Source: [James Mullenax Certifications](#)

Exhibit 8.C.2.8 — MBA - James Mullenax



Source: [James Mullenax Certifications](#)

Exhibit 8.C.2.9 — Job description for Director of Data & Program Services

JOB DESCRIPTION	
Institution:	Southwest Technical College
Position:	Director of Data & Program Services
Last Revised:	11-01-2023
Reports To:	Vice President of Academics

Job Summary:

The Director of Data and Program Services provides leadership and vision in the areas of accreditation, data collection and reporting, curriculum development, quality control, Custom Fit, and short-term training. They act as the institutional accreditation liaison and serve as a member of the President's management team, providing insights related to institutional effectiveness in meeting performance and mission-related objectives. This role directs the administration of the College's learning management system and student information system, enhancing instruction at the college in traditional, distance, and hybrid formats, promoting efficient data collection and reporting processes, and ensuring compliance with COE and system-level requirements.

Essential Functions:

- | | |
|----|--|
| 1. | Serve as the institutional accreditation liaison with COE, and establish procedures related to the submission of annual reports and institutional/program update forms, the ongoing development of exhibits and self-study reports, and site visit preparations. |
|----|--|

1.	Education:	Bachelor's Degree Required. Master's Degree in Education, Administration, or a data-related field preferred.
2.	Specialized Knowledge/Skills:	<ul style="list-style-type: none"> • Educational assessment and testing, accreditation, budget development and administration, and supervision. • Administrative skills, technical writing, project management. • Ability to prioritize projects, attend to multiple projects

Source: [Job Description Director of Data & Program Services](#)

Exhibit 8.C.2.10 — Job profile for Director of Data and Program Services with Degree

Neal R Mason
Director of Data and Program Services

Personal **Job** Emergency

Job

Vitals

(435) 865-3929 x 3929
801-664-7884
nmason@stech.edu
12:41 PM local time
757 W 800 S, Cedar City, UT ...
 Director of Data and Program ...
Full-Time

Data and Program Services
Academics

Hire Date: 07/24/2017

Ethnicity: White

Pay Group: FT - Salary



Source: [MPA - Neal Mason](#). Additional HR records are available on-site.