

BETH L. LOBNER

N115W19746 Shadow Wood Court
Germantown, WI 53022

414-731-0585
lobners@hotmail.com

Work Experience – Professional

Facilities Associate Director/Interim Assistant Director (Maintenance & Custodial) Sept 2019-Present

Department of University Housing, *University of Wisconsin Milwaukee* – Milwaukee, WI

- Responsible for the day-to-day leadership, **training, direct/in-direct supervision**, staffing, evaluation, and resolution of personnel issues of a diverse facilities staff. The department includes over 40 **full time** and many student employees on **main and south campus**. Trades Supervisor, Building and Grounds Supervisor, Elevator Technician, Painter, Electronics Technician, Locksmith, Custodial Program Manager, Custodial Supervisor, Custodians (25), Construction Rep, TMA Administrator, HVACs (10) and student employees (25 during school year/100+ summer) in the following areas: Custodial Support, Student Mechanic, Operations Assistant, Student Painters.
- Create **collaborative working relationships** and be a point of contact for our **capital projects** within the department with Department Facilities Development Management, UWM's Facilities Architect and Director of Campus Planning, Contractors (JP Cullen and CCI) Architect's (Engberg Anderson), and many subcontractors during the Sandburg Hall renovation project. Enumeration for approximately \$33.5M dollar capital remodel project by providing organizational information and representing the interests of the department at meetings and building walk throughs.
- Provide leadership to unit managers for the **day-to-day operations** to coordinate **building and infrastructure maintenance** (approximately 8300 work orders per year), **daily cleaning, strategic budget planning of \$1.5M**, preventative maintenance, and capital projects that occur within our 1.2M sq. ft. of residential space within 5 separate residence halls.
- Demonstrate positive interpersonal skills by responding appropriately via written or verbal communication to residents, parents, and campus administration inquires or complaints.
- Implement robust change by establishing and monitoring the departmental **procedures related to purchasing and budgeting**.
- Utilize and train staff on **building and life safety systems** (Andover, Fire Panels, Milestone, Key Watchman, Guestpass) and provide OSHA/workplace safety compliance training.
- Foster and **celebrates the diversity of the staff** within the workplace, encompassing a wide range of job types, education levels, abilities, socioeconomic status, genders, and races.
- Conduct regular building inspections for safety, cleaning standards and procedure compliance. Verify that the **onboarding and comprehensive training program** is effective and assessments that are in place are working.
- Create and consistently update COVID-19 cleaning and disinfection trainings/protocols, PPE inventory, isolation/quarantine procedures, and contractor cleans meet industry standards.
- Demonstrate ability to **analyze problems and develop action plans** to correct issues in a detailed and organized way. (Recycling initiatives and an April 2022 RFP for trash services are examples).
- Multi-task effectively under pressure in a fast-paced, environment where written and verbal communication is essential.

Assistant Director/Area Coordinator of Residence Life June 2015 – June 2021

Department of University Housing, *University of Wisconsin Milwaukee* – Milwaukee, WI

- Provide **direct supervision to all full-time academic staff** employees within the Residence Life unit. Typical staffing levels are approximately 155 of indirect student staff supervision (RAs, Security).
- Establish and maintain **collaborative working relationships with campus and community partners**.
- Serve as a member on the campus wide Student Support Team and directly interact with students who are in crisis and in need of interventions.
- Maintain sound fiscal spending (Residence Life **budget is approximately \$1.5M**)
- Oversee **the staffing, training, and retention of all security, desk, and Resident Assistant staff**
- Co-created and maintain the *PRIDE* and *Pantherchat programming* models in use with staff.
- Serve in an Admin on Call Duty and Emergency Response rotation.

Residential Administration Manager – Security and Service Desk

July 2011- June 2015

Department of University Housing, *University of Wisconsin Milwaukee* – Milwaukee, WI

- Demonstrated proficiency in building and maintaining staff teams *Supervised 7 staff teams in 4 building locations direct supervision to 10 undergraduate (Coordinators).
- Oversaw budget of \$890,000 for staffing, training, and equipment.
- Utilized technology to make processes and procedures more effective and cost efficient.
- ***Created a D2L course in order to quiz, track, and post training videos for staff.**
- Established and maintained appropriate staffing levels at all locations for 24/7/365 operation.
- **Provided over 63 hours of fall training and 24 hours of winter training yearly to all 128 staff.**
- Maintained payroll packets, bi-weekly HRS time approvals, and personnel documentation.
- Oversaw the selection (3 x a year), and evaluation of 128 student employees (2 x a year).
- Oversaw all United States Postal Service Mail regulations regarding forwarding mail, delivering mail, and maintaining proper records for the delivery of approximately 28,500 packages a year.
- **Created and updated procedures and instructional manuals yearly.**
- Developed and used daily **(CARE) the Customer Service Initiative** at all service desks.
- Established move in procedures to get all 4000 residents keys, key cards, mailbox, and RCR.
- Maintained PCI compliance in money bag distribution, selling of parking and food items.
- Adjudicated behavior conduct hearings and acted as appeal agent.
- Liaison to Facilities department and trained staff on facilities issues that they responded to.

Residential Program Manager - (North Tower & West Tower - Sandburg Hall) July 2007 – July 2011Department of University Housing, *University of Wisconsin Milwaukee* – Milwaukee, WI

- Supervised a staff of 8 for West, 14 for North Resident Assistants and oversaw a tower ranging from 540-1,000 students within 4-tower urban complex housing 2,700 students.
- Supervised a part-time Academic Staff (2009-11) who ran Sandburg Security, with 55 employees.
- Presented monthly Program Specialist trainings and co-authored the PS training manual.
- Served on daily complex duty rotation and emergency response coverage for 4200 students.
- Adjudicated behavior meetings and made appropriate referrals for violations of housing policies.
- Supervised a Graduate Assistant for Staffing and Training (2008-2009).
- Supervised a Program Specialist, 13 Green Room fitness staff, budget \$55,000, daily operations.

Graduate Residence Life Coordinator - (Shull Hall)

July 2005 – May 2007

Department of Residence, *University of Northern Iowa* – Cedar Falls, Iowa

- Supervised 4 RAs, 4 custodians, 1 admin assistant, 6 desk workers in 220 co-ed upper class hall.
 - Advised hall senate providing leadership development to seven officers.
 - Provided crisis intervention, counseling, individual/group mediation, and referrals to students.
- Adjudicated conduct hearings and assigned appropriate sanctions as a hearing officer.

Enrollment Services/Student Life and Athletics Practicum (150 Hours)

May 2006 - June 2006

Mid-State Technical College - Wisconsin Rapids, Wisconsin

- Audited drug free school compliance and developed a strategic plan to meet federal standards.
 - Identified diversity activities/speakers and created marketing plan for Athletics department.
- Worked a two-day recruitment event for 208 6-8th graders to learned about technical degrees.

Dean of Students Practicum (150 Hours)

January 2006 - May 2006

University of Northern Iowa - Cedar Falls, Iowa

- Conducted research and wrote two new University of Northern Iowa student conduct code policies: classroom disruption and harassment of a complainant's family.
- Made recommendations for Dean of Students website to enhance usability.
- Analyzed current alcohol prevention programs and made recommendations for implementation.

- Assistant Residence Hall Director - (Fletcher Hall)** January 2005 - June 2005
 Department of Residence Life, *University of Wisconsin Oshkosh* – Oshkosh, Wisconsin
- Co-supervised a staff of 11 Community Advisors in a 410-person residence hall.
 - Directly supervised one Program Assistant in areas of front desk and community review board
 - Advised hall government executive board of seven officers.
 - Supervised a staff of nine students who worked the 9:50 PM – 2:00 AM Night Host Station.

Teaching Experience

- Adjunct Instructor** March – May 2017, 2018
 Educational Psychology 279 *UW-Milwaukee, Milwaukee, WI*
- Taught Peer Leadership Development Seminar (1 credit) course to 18-25 students who would be working as Campus Ambassadors, Lawton Scholars, Peer Mentors, or Resident Assistants.

- Adjunct Instructor**
Student Success Center, Moraine Park Technical College, West Bend- WI June 2013- November 2013
- Instructed adult students on basic skills (BASIC ED) for coursework or for taking the GED exam.
 - Taught ELL (Levels 1, 2 and 3) course for first 8 weeks of Fall 2013 semester.

- Instructor** January 2005 - June 2005
 Project Success of the College of Education, *University of Wisconsin Oshkosh* – Oshkosh, Wisconsin
- Instructed 7 students with language-based disabilities in a 1 credit, Organizational Tutoring class
 - Assisted students with organizational skills, class scheduling, attaining appropriate services.
 - Taught remedial instruction in reading, spelling, written expression, and study skills.

Training Presentations at Department, Campus, State and National Level

- 16+ years of creating and presenting to professional and student staff training presentations on topics: Work Place Safety, Blood Borne Pathogens, Fire Safety, Workman Comp/Injury Forms and Follow Up, Suicide Prevention/Gatekeeper, Staff Conflict, Role on a Staff, Duty Response, Ethics, Community Engagement, Behind Closed Doors, Recognition, Mandatory Reporting/Title IX, Incident Report Writing
- | | |
|--|--------------|
| <u>Saving for Retirement on a Res Life Salary</u> , Presenter ACUHO- I Conference | June 2009 |
| <u>Saving for Retirement on a Res Life Salary</u> , Presenter UMR-ACUHO-I Conference | October 2008 |
| <u>Do you do it enough? RECOGNIZE your residents</u> , Presenter, UNI RA Conference | January 2008 |
| <u>Creating Communities Diverse Environments</u> , Co-Presenter, ISPA Conference | October 2006 |
| <u>A Day in the Life of a Graduate Student</u> , Panel Member, College of Education | April 2006 |
| <u>OPE- It is more than alphabet soup</u> , Presenter, UNI RA Conference | January 2006 |

Conferences and Training Sessions (beyond department/campus) Attended

- | | |
|---|--------------------|
| State of WI Housing Directors Annual Meetings (September and January) | 2016-2020,2023 |
| *Met with Facilities leaders from UW System Schools at these meetings | |
| (NASPA) National Association of Student Personnel Administrators Virtual Conference | March 2021 |
| (ACUHO-I)Association of College and University Housing Officers International | June 2009 |
| Audio Conf. Male Student Engagement | January 2009 |
| (GLACURH) Great Lakes Affiliate of College and University Residence Halls | November 2008 |
| (ASJA) Association of Student Judicial Affairs National | February 2008 |
| (ART) Advisor Recognition Training | February 2008 |
| Insights for Effectiveness – Gay and Lesbian Colleagues Workshop | April 2006 |
| University of Northern Iowa's Resident Assistant Conference | January 2006-2009 |
| (UMR-ACUHO) Association of College and University Housing Officers | October 2006-2008 |
| Preventing and Remediating Illegal Harassment Workshop | February 2006 |
| National Summit on Civil Disturbances Conference | November 2005 |
| Audio Conf. Student Suicide: Institutional Policy, Liability, and Prevention | November 2005 |
| (ISPA) Iowa Student Personnel Association | October 2005, 2006 |
| (SAFE) Students Staff and Faculty for Equality | November 2003 |

Committee Participation

University of Wisconsin – Milwaukee

Co-Chair	Campus wide PPE Committee, part of EOC/COVID-19 Response	March 2020-August 2022
Chair	Division wide Strategic Planning Subgroup	January 2019- February 2020
Member	Campus wide Building Chair	January 2019- Present
Member	Campus wide Safety Committee	March 2019 – Present
Member	Campus wide Search and Screens (Assoc Dean of Students, Exec. Dir. Student Life/Services Title IX Coord, Chief of Police)	Varies: 19,20,21,22
Member	Campus wide Fall Welcome Leadership Team	September 2015-October 2022
Member	Campus wide Student Support Team	September 2016-July 2021
Chair	Program Special Monthly Meeting and (FLSA) Future Leaders in Student Affairs	July 2009 – July 2016
Member	Campus wide (PALS) Preparing and Learning for Success	May 2009 – October 2022
Member	Campus wide New Freshman Orientation	September 2009 – October 2022
Co-Chair	Professional Search and Screen	July 2008 – July 2009
Member	RA/CA Staffing and Recruitment	July 2007 – July 2021
Member	Opening and Closing	July 2007 – Present

University of Northern Iowa

Member	RA Search and Selection	July 2006 - May 2007
Member	Professional Development Series Committee	July 2005 - May 2007
Member	Fall RA Training Committee	July 2005 - August 2006

Awards, Affiliations, Certifications

Recipient	Super Star of the Year (Division of Student Affairs award)	July 2018
Recipient	Star Award (Supervisor of the Year , Division of Student Affairs award)	April 2016
Recipient	(UMR-ACUHO) Top 5 Program	October 2008
Member	(APPA) Association of Physical Plant Administrators	Sept 2017- Present
Member	(UMR-ACUHO) Upper Midwest Region of College and University Housing Officers	Sept 2008 – Present
Member	(WCPA) Wisconsin College Personnel Association	September 2008 – Present
Member	(ASJA) Association of Student Judicial Affairs Member	September 2007 – July 2008
Member	(ISPA) Iowa Student Personnel Association Member	August 2005 - May 2007
Member	(NRHH) National Residence Hall Honorary	November 2003 and 2008
Member	Kappa Delta Phi Honor Society	November 2002
Certification	Driver Authorized – State of WI (Reauthorized until June 2024)	Present
Certification	CPR (Hands only)/AED and Narcan *Recertification course scheduled 2.24.2023	August 2021
Certification	Forklift Driver	August 2021
Certification	ATIXA Title IX Investigator Training	January 2018
Certification	Mental Health First Aid	June 2017
Certification	(ART) Advisor Recognition Training	November 2008

Education

Master of Arts in Education University of Northern Iowa - Cedar Falls, Iowa May 2007
Emphasis: Post-Secondary Education - Student Affairs

Bachelor of Science in Education University of Wisconsin Oshkosh - Oshkosh, Wisconsin January 2005
Majors: Elementary and Special Education