

Daniel J. Bertso

Education

1978, Master of Science, Miami University, Oxford, OH

Student Personnel Services and Counseling

1974, Bachelor of Arts, Central Michigan University, Mt. Pleasant, MI

Business Administration (Management/Marketing)

Professional Experience

8/97 to Present: Director of Residence Services, Wright State University, Dayton, OH

Responsible for campus housing operation serving 3,000 students in 26 residence halls and apartments. Specific duties include: Direct residence life, business office, facilities and operations, and information systems areas; Collaborate with various academic and administrative units. Coordinate activities with privatized provider of campus housing facilities; Marketing in coordination with Admissions and other Student Affairs areas; Long range planning.

Special projects and achievements include:

- >Reorganize and reallocate department budgets.
- >Develop and implement master plans to renovate and expand campus housing capacity.
- >Serve on Dining Services Development Task Force and Advisory Committee (SODEXHO account)
- >Implement Living-Learning programs for Honors, Pre-Medicine, Engineering, Service Learning, etc.
- >Expand ADA modifications to all campus housing facilities.
- >Purchase and install automated databases for assignments (RMS), billing, and maintenance.

1/96 to 1/97: Interim Dean of Students, Savannah College of Art and Design, Savannah, GA

Responsible for Residence Life, Student Activities, Athletics/Intramurals, International Student Center, Career Services, and Academic Counseling units, to provide academic support and services for 3,000 students

Special projects and achievements include:

- >Reorganization of department personnel.
- >Coordinate purchase process of new campus identification/debit card system.
- >Develop plans for ADA modifications to all campus buildings.

8/95 to 12/96: Director of Facilities Management, Savannah College of Art and Design, Savannah, GA

Responsible for construction, renovation, maintenance, housekeeping, transportation, and planning for all campus buildings. Specific duties include: Personnel management; Budget oversight for operations and capital expenditures; Planning and implementing ongoing service programs in all areas; Coordinate purchasing.

Special projects and achievements include:

- >Reorganization of departments, including reinstating staff following lay-off.
- >Negotiate purchase of service vehicle/bus fleets, hall furnishings.
- >Install automated maintenance management/inventory system.

**8/93 to 7/95: Associate Director, Business Operations, University House System
University of Chicago, Chicago, IL**

Responsible for supervising business operation and facilities management for the University House system of residence halls, apartments and dining halls for 2,300 undergraduates. Specific duties include: Develop and manage \$13,000,000 operating and capital budgets for food service (ARAMARK), maintenance, and building renovations; Supervise managers, building engineers, reception desk staff, and housekeepers represented by multiple unions.

Special projects and achievements include:

- >Develop and initiate \$25,000,000 capital plan for replacement of building safety systems
- >Develop and implement staff orientation and training program
- >Upgrade and expand hall computer lab system

Professional Experience (Continues)

8/90 to 7/93: Associate Director, Residence Life and Housing

Wake Forest University, Winston-Salem, NC

Responsible for coordinating housing services for system of 34 residence halls and theme houses serving 3,000 students, plus faculty housing for 75 families. Specific duties included: Coordinating and managing \$2,700,000 maintenance and capital project budgets; Coordinating Physical Plant and custodial service contract (ServiceMaster); Managing automated maintenance request system; Assigning student rooms using lottery and other room change processes; Managing student billing system; Assisting in staff selection and training; Reviewing housing appeals; Assisting in developing annual enrollment projections; Assisting in planning summer conference program; Developing and producing publications.

Special projects and achievements include:

- >Installing automated work request system.
- >Developing and initiating \$15,000,000 building renovation program including asbestos abatement, comprehensive rewiring, and HVAC system replacement.
- >Coordinating institutional review of ARAMARK dining contract.
- >Designing residence hall staff training simulation.
- >Develop and implement substance-free housing lifestyle program.
- >Assist in implementation of Total Quality Management program.
- >Redesigning room selection lottery and damage billing process.

8/89 to 8/90: Interim Coordinator, Housing Services, Eastern Kentucky University, Richmond, KY

Responsible for coordinating housing services and related activities for a system of 17 residence halls housing 6,500 students. Specific duties included many of those described in previous section.

Special projects and achievements include:

- >Designed and implemented student appeals form.
- >Automated student appeals review process.
- >Automated reassignment "detrifling" program.

8/84 to 8/89: Coordinator for Residence Hall Staff, Eastern Kentucky University, Richmond, KY

Responsible for coordinating professional and undergraduate staff for residence hall system housing 6,500. Specific duties included: Recruiting, selecting, training, and supervising 23 full-time professional and graduate supervisory staff, 197 undergraduate Resident Assistant staff, Work/Study reception desk staff, and evening receptionist staff; Advising campus wide residence hall government; Making daily presentations to students and parents attending Orientation; Coordinating summer conference program; Developing and producing publications.

Special projects and achievements include:

- >Developing and implementing staff recruiting programs.
- >Developing residence hall marketing study in conjunction with School of Business.
- >Planning and implementing reorganization of hall staffs into Area Coordinator model.
- >Developing academic and administrative computer systems for residence halls.
- >Designing and implementing comprehensive hall training program and in-service RA class for academic credit.
- >Initiating hall computer lab system.
- >Commuter student assessment project

8/78 to 8/84: Coordinator of Men's Residence Hall Programs

Eastern Kentucky University, Richmond, KY

Responsible for coordinating staff, budget, student development programming and related activities for seven of 17 residence halls housing 3,000. Specific duties included many of those described in previous section.

5/78 to 7/78: Freshman Advisor, Summer Orientation Program, Miami University, Oxford, OH

Responsible for assisting in the presentation of summer orientation/registration program for new students and their parents. Specific duties included: Recruiting, selecting, training, and supervising 20 Orientation Assistants; Making daily presentations to student and parent groups; individual academic advising.