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#### EDUCATION

Doctorate of Education in Educational Leadership May 2016  
Baker University, Overland Park, KS

Master of Science in Counselor Education, Student Personnel Emphasis May 2004  
Emporia State University, Emporia, KS

Bachelor of Arts in Communication, Minor in Business May 2001  
Emporia State University, Emporia, KS

#### PROFESSIONAL EXPERIENCE

Honors College Faculty • Emporia State University 2018-Present

- Halftime appointment to teach twelve credit hours each year
- Developed two online courses for the honors program
- Advise students to facilitate the Honors College Jumpstart overnight orientation program

Assistant Professor of Education, Leadership • Baker University 2018-2021

- Halftime appointment to teach twelve credit hours each year
- Developed twelve hours of curriculum for the minor
- Coordinate with other academic disciplines for the elective credits within the minor
- Market to and recruit students for the leadership studies minor
- Coordinating a new Master in Science in Student Affairs in Higher Education Administration

Director of Advancement Communications • Emporia State University 2014-2018

- Lead the communication protocol for fundraising, donor stewardship, and alumni relations
- Articulate the vision, mission, goals, and core values of the Emporia State University Foundation, Alumni Relations, and Marketing and Media Relations
- Act as project manager and lead coordinator of the advancement communications protocol
- Propose and support the creation of advancement communications, which are leading-edge and best-in-class
- Managing editor of the alumni magazine, Spotlight Associate Director of Development
- Emporia State University 2013-2014
- Developed strong relationships with individual donors, alumni, foundations, corporations, and friends of the University for the purpose of securing major gifts
- Articulated the vision, mission, goals, and core values of the University
- Worked closely with the deans on fundraising initiatives and establishing a core group of volunteers by college. Oversaw the management of those volunteers
- Ensured that the Foundation served the University in a full range of development functions, including prospect research, solicitation, and donor stewardship
- Managed a portfolio of major gift-level prospects through the entire cycle of development – from research and identification through cultivation, solicitation, closure, and stewardship

Director of Leadership • Emporia State University 2009-2013

- Faculty member and co-creator of the Minor in Leadership
  - Designed and proposed curriculum for 18 credit hours of course work for the minor
  - Advised and directed enrollment for all students within the minor

- Created strategic planning vision and direction for the minor
- Established an innovative Leadership Center for students, faculty, staff, and community
- Developed and facilitated recruitment and retention initiatives, which included:
  - E-Experience, an overnight experience for first-year students to increase retention rates
  - Mosaic of ESU, an overnight diversity leadership program for current students
  - Youth Leadership Day, a full-day leadership curriculum for high school students across Kansas
  - Every Day Hero, a full-day organizational President's leadership curriculum for current students
- Provided leadership training and consultation
  - Created and facilitated campus-wide leadership training opportunities for student groups, student employees, faculty, and staff, as well as leadership workshops locally and statewide
  - Facilitated low ropes course elements
- Supervised and mentored students
  - Internship courses in the fields of leadership, student affairs, orientation, and athletics
  - Graduate assistants
  - Student employees
  - Sigma Alpha Lambda officers
- Advised student organizations
  - Associated Student Government
  - Sigma Alpha Lambda
- Managed the recognized student organization system
  - Supervised more than 140 recognized student organizations
  - Facilitated the processes for organization recognition and rescission
  - Developed and presented workshops for student organization leaders and advisors
- Managed budget and fiscal resources
  - Managed five budgets totaling over \$225,000

Assistant Director for Student Involvement, Leadership • Emporia State University 2004-2009

- Created, facilitated, and managed the Leadership Education And Development (LEAD) Program
  - Selected and advised LEAD mentors
- Developed the LEAD Institute – a weekend leadership retreat for first-year students
- Developed and facilitated LEAD Emporia
  - Partnership with Leadership Emporia
  - Built strong relationships with community leaders and served as presenter in the program
  - Solicited funding within local community and with the Kansas Health Foundation
- Founded the ESU Chapter of Sigma Alpha Pi, National Society of Leadership and Success
  - Inducted 130 founding members
  - Created second-year program for students to develop further in the organization
- Facilitated and trained SWARM and Welcome Week Leaders
  - Interviewed, selected, and trained fifteen SWARM (student orientation) leaders
  - Facilitated orientation programming and served as a presenter during the events
  - Interviewed, selected, and trained 12 Welcome Week leaders
  - Created and developed Welcome Week activities
- Advised "The Challenge"
  - Collegiate level of "Friend of Rachel – Rachel's Challenge" – encouraging nonviolence on college campuses

- Admissions Counselor • Emporia State University 2001-2002
- Recruited prospective students
  - Hosted Hornet Nights (recruitment events)
  - Presented at numerous high schools and community colleges
  - Created a training manual for new Admissions Counselors
  - Designed “Project TEAM” – a staff development program
  - Advised the Phi Theta Kappa student organization

## TEACHING

### Emporia State University • Leadership Minor

- Principles of Leadership LR170 2006-2013  
Developed syllabus, curriculum, assessment, and instructed the three-credit hour introductory leadership course
- Global Leadership Study Abroad LR470 – European countries 2007-2013  
Developed syllabus, curriculum, assessment, and instructed the three-credit hour study abroad course  
Facilitated all travel arrangements  
Secured funds for academic scholarships focused on study abroad
- Applying Principles of Leadership LR270 2007-2013  
Developed syllabus, curriculum, assessment, and instructed the three-credit hour advanced leadership theories course
- Field Experience in Leadership LR375 2008-2013  
Developed syllabus, curriculum, assessment, and instructed the two credit hour internship/field experience course
- Leadership in a Multicultural World LR280 2010  
Developed syllabus, curriculum, assessment, and instructed the two credit hour advanced leadership theories course
- Readings in Leadership LR271 2007-2010  
Developed syllabus and instructed the three-credit hour course

### Emporia State University • Campus-Wide Courses

- Honors Seminar, Adaptive Leadership CW111 2017-2021  
Instructed the three-credit hour course for Honors College students
- Honors Seminar II, CW311 2018-2021  
Developed the curriculum and instructed the one credit hour online course for Honors College students
- Leadership in Action, CW300 CZ 2018- 2019  
Developed and instructed the one credit hour course for Honors College students
- Facilitating Leadership Learning CW300 BZ 2018- 2019  
Developed and instructed the one credit hour course for Honors College students
- Honors Independent Study CW300 DZ 2019- 2020  
Developed and mentored students in a one to three-credit hour course
- Community Engagement Practicum CW510 2019-2021  
Developed the online curriculum and co-instructed the one to three credit hour online course for Honors College students
- Freshman Seminar CW101 2012-2013  
Collaborated with five instructors to develop curriculum for high-risk, first-year students  
Instructed and assessed retention initiatives within this one-credit hour course
- Paraprofessional in Student Recruitment CW280 2003-2009

Developed syllabus and instructed three-credit hour course for student ambassadors and orientation leaders

Baker University

- Introduction to Leadership LR100 2018-2020  
Developed syllabus, curriculum, assessment, and instructed the three-credit hour introductory leadership course
- Leadership in Organizations and Teams LR200 2018-2020  
Developed syllabus, curriculum, assessment, and instructed the three-credit hour Leadership course
- Adaptive Leadership LR310 2019-2021  
Developed syllabus, curriculum, assessment, and instructed the three-credit hour advanced leadership course
- Lessons in Leadership LR340 2019-2021  
Developed syllabus, curriculum, assessment, and instructed the three-credit hour advanced leadership course
- Student Affairs and Enrollment Management in Higher Education DED 9012 2018  
Instructed the three-credit hour doctoral-level graduate course

Wichita State University

- Leadership in Self and Society PSY413/HMCD308 2016  
Co-facilitator with Peter Cohen for the three-credit hour course

CURRICULUM DEVELOPMENT

- Developed leadership curriculum and gained Board of Trustee approval for Leadership Studies minor at Baker University, 2018
- Established and co-created leadership curriculum and gained approval from Kansas Board of Regents for 18 credit hours for the Minor in Leadership at Emporia State University, 2007
- Redesigned curriculum for a four-day certified student leadership program for the National Center for Student Leadership, Magna Publications, 2011
- Forged key academic partnership with the ESU School of Nursing to develop leadership curriculum to meet the Nursing core leadership curriculum requirements, 2010
- Created a 2 week summer leadership program for high school students from Gatamala, 2019
- Created a 2 week summer leadership program, Building Adaptive Leaders, for international and domestic high school and college students, 2021

CURRICULUM DESIGN FOR PROFESSIONAL DEVELOPMENT

- Designed leadership curriculum for professional development for the following organizations:  
CrossWinds Counseling & Wellness

Fiscal Affairs Division, Emporia State University  
Foundation and Alumni Relations, Emporia State University  
Kansas Community College Leadership Institute  
Libraries and Archives, Emporia State University  
Marketing and Media Relations, Emporia State University  
Memorial Union, Emporia State University  
Newman Regional Health  
SOS – Nonprofit social service organization

#### AWARDS

- Faculty Mentor Award, Student-Athlete Advisory Committee, Emporia State University 2013
- 1<sup>st</sup> Place Collegiate Leadership Competition- Process Award, Faculty Advisor, Heart of America Region, 2018

#### KANSAS LEADERSHIP CENTER PROGRAMS, TRAININGS, AND OPPORTUNITIES

- Level Two Certification Case-In-Point, 2017
- KLC Champion, 2015-2017
- Teaching KLC Principles & Competencies – Teaching Leadership Conference, 2015
- Case-In-Point – Teaching Leadership workshop, 2015
- Case Studies – Teaching Leadership workshop, 2015
- Co-facilitated development of Honors College framework with Dr. Gary Wyatt at Emporia State
- University and KLC partnered to create community development with college students, 2014
- Your Leadership Edge – three-day training, 2012

#### NATIONAL PARTNERSHIP

- National facilitator for the Certified Student Leader, Magna Publications  
National Center for Student Leadership Conference – four-day leadership experience for college students  
March 2017, Orlando, FL  
November 2016, Orlando, FL  
March 2016, Denver, CO  
November 2015, Washington, DC  
March 2015, Orlando, FL  
November 2014, Orlando, FL  
April 2014, Arlington, VA  
November 2013, New Orleans, LA  
April 2013, Boston, MA  
November 2012, Orlando, FL  
March 2012, Boston, MA  
March 2011, Atlanta, GA

#### LEADERSHIP KEYNOTE ADDRESSES, PRESENTATIONS, AND WORKSHOPS

National

Shivley, M. "Exploring KLC Leadership Principles and Competencies," National Federation of Press Women, Wichita, KS, September 2016.

Shivley, M. & Kriley, T. "Art of Debriefing," National Center for Student Leadership, Orlando, FL, November 2012.

Shivley, M. & Kriley, T. "Art of Debriefing," National Center for Student Leadership, Atlanta, GA, March 2011.

Shivley, M. & Kriley, T. "Art of Debriefing," Leadership Educators Institute, Miami, FL, December 2010. Shivley, M. & Kriley, T. "Art of Debriefing," National Orientation Directors Association, St. Louis, MO, December 2010.

Shivley, M. "Motivate Through the Positive Power of Feedback," National Association for Campus Activities, Cincinnati, OH, February 2004.

Shivley, M. "No Spark... No Fire!" National Association for Campus Activities, Cincinnati, OH, February 2004. Regional

Shivley, M. "Power of One," MO-KAN-NE Adult Student Leadership Conference, Kansas City, MO, November 2009.

Shivley, M. & Eggers, S. "Collaboration LEADS to Success," MO-KAN-NE Student Support Services Spring Conference, Kansas City, MO, April 2009.

Shivley, M. "Employees, Your Most Valuable Asset," Mid-America Tire Association, Wichita, KS, February 2008.

Shivley, M. "No Spark...No Fire! Training for Success," Association of College Unions International, Lawrence, KS, November 2008.

Shivley, M. "Motivate Through the Positive Power of Feedback," National Association for Campus Activities, Little Rock, AR, October 2003.

Shivley, M. "No Spark... No Fire! Training for Success," National Association for Campus Activities, Little Rock, AR, October 2003.

Shivley, M. "No Regrets! Creating Your Future," National Association for Campus Activities, Tulsa, OK, October 2002.

#### State

Shivley, M. "Managing Change and Building Effective Teams," Community College Leadership Institute, Virtual, December 2020.

Shivley, M. "Managing Change and Building Effective Teams," Community College Leadership Institute, Hutchinson, KS, December 2019.

Shivley, M. "Managing Change and Building Effective Teams," Community College Leadership Institute, Hutchison, KS, December 2018.

Shivley, M. "Managing Change and Building Effective Teams," Community College Leadership Institute, Dodge City, KS, January 2017.

Shivley, M. "Building Effective Teams and Coalitions: Managing Change and Conflict," Kansas Community College Leadership Institute, Concordia, KS, January 2016.

Shivley, M. "Art of Debriefing," Kansas Student Affairs Conference, Baldwin, KS, September 2010.

Shivley, M. "Authentic Leadership," National Orientation Directors Association State Drive In-Student Track, Emporia, KS, April 2010.

Shivley, M. "College-It's All About Change," Kansas Association of Peer Programs, Junction City, KS, November 2010.

Shivley, M. "Leadership Skills for Success," Upward Board-Project Challenge Enrichment Program, Emporia, KS, June 2010.

Shivley, M. "Power of One," Kansas Phi Beta Lambda State Fall Leadership Conference, McPherson, KS, February 2010.

Shivley, M. "Unlock Your Potential," Future Business Leaders of America State Summer Leadership Seminar, Topeka, KS, June 2008.

Shivley, M. "It's All About Your Attitude," Helen Hocker Camp, Topeka, KS, July 2007.

Shivley, M. "Live Leadership-Anti-Bullying Project," Canton-Galva High School, Canton, KS, August 2007. Shivley, M. "Teamwork-Making it Happen," Family, Career, & Community Leaders of America Summer Leadership Academy, Burlington, KS, September 2007.

Shivley, M. "Your Role as an Ambassador—Recruiting for Success," Manhattan Christian College, Manhattan, KS, September 2006.

#### GRANT WRITING

- Co-authored with Kriley, T. a leadership development grant through the Emporia Community Foundation (\$5,000) to improve Camp Alexander's low ropes course, not funded
- Co-authored with Kriley, T. a grant through the Kansas Leadership Center (\$25,000) to build a new high ropes course, not funded

#### ASSESSMENT EXPERIENCE

- Higher Learning Commission Self Study for student involvement and leadership development 2013
- Emporia State University, Assessment Day poster presentation, 2011
- Student Affairs Assessment Committee, 2007-2010  
Worked on a team to establish assessment plan for the entire division, 2008
- Higher Learning Commission Subcommittee member, 2003-2004

#### STATE ORGANIZATIONAL COMMITTEES

Association of College Unions 2012-2013

Chair of Educational Sessions National Orientation Directors Association 2010

Host of the State Drive In conference 2011

#### UNIVERSITY COMMITTEES

Adaptive Leadership Team 2016-present

Founders' Day Committee 2014-2018

Honors College Advisory Committee 2014-2017

Diversity Education Committee 2009-2013

Subcommittee Retention and Recruitment of Faculty of Color

First Year Seminar Committee 2012-2013

Community Hornet Spirit Committee 2012-2013

Unclassified Professional of the Year Award Committee 2009-2011

First Year Experience 2004-2011

Family Day Committee 2003-2008

Homecoming Committee 2003-2007

American Democracy Project 2004-2005

Higher Learning Commission 2004-2005