

Mark D. Olkowski

Education

Masters of Science – Counseling & Student Personnel, June 1997

University of Minnesota –Mankato (formerly Mankato State University), Mankato, MN

Bachelors of Science, December 1992

University of Wisconsin – Stevens Point, Stevens Point, WI

Majors: Business Administration with Human Resources emphasis
Communication with Organizational emphasis

Positions Held

Associate Dean of Students, August 2017 -Present

Dean of Students Office

University of Wisconsin – Green Bay, Green Bay, WI

Assistant Dean of Students, July 2014 – July 2017

Dean of Students Office

University of Wisconsin – Green Bay, Green Bay, WI

Judicial Affairs Coordinator, July 2005 – June 2014

Dean of Students Office

University of Wisconsin – Green Bay, Green Bay, WI

Summer Camps & Conference Coordinator, 2003 – 2008 (Summers Only)

Office of Residence Life

University of Wisconsin – Green Bay, Green Bay, WI

Judicial Affairs Advisor, August 2001 – July 2005

Dean of Students Office

University of Wisconsin – Green Bay, Green Bay, WI

Residence Hall Director, July 1997 – June 2001

Office of Residence Life

University of Wisconsin – Oshkosh, Oshkosh, WI

Leadership Experience

- Served on the Project Coastal Steering Committee
 - Co-Chaired Student Affairs Implementation Team
 - Chaired the Student Behavioral Intervention Working Group

- Acted as the liaison for several other working groups.
- Chaired Student Review Team (Behavioral Intervention Team), 2/2007 - present.
- Lead the redesign of Dean of Students Office website and creation of Title IX website 2015.
- Played a key role in restructuring and writing the updated Annual Security Report, as required to meet new requirements of the Clery Act and Violence Against Women Act 2015.
- Restructured appointment and training process for committee responsible for hearing both academic and non-academic misconduct cases 2013.
- Served on the Enrollment Working Group and chaired the Data Platforms subcommittee 2014-2015.
- Completed the Supervisor Bootcamp program as presented by the UWGB Office of Human Resources and Affirmative Action 2014.
- Conducted multiple interviews with TV media on the topics of sexual assault, substance abuse, and student cases under investigation within limitations of FERPA.
- Assisted the Office of Residence Life in relaunching and growing its Camps and Conferences operations 2003-2008.
- Created training program and reorganized structure for the Residency Appeals Committee 2004.
- Co-Chaired the Partners in Prevention Committee (AODA prevention group) 2001-2005.

Administrative, Budget, Planning and Supervision Experience

- Acted as primary investigating officer for campus of 7,000 students/ 2,000 residents.
- Presided as on campus database administrator for judicial software (Maxient) 2009 - present.
- Supervised the Assistant Dean of Students/ Student Rights & Responsibilities Coordinator, 2009-present.
- Supervised the USA II for Judicial Affairs 2001-2004 and 2014-present.
- Hired, trained and supervised Peer Conduct Review Board (12 students & 3 advisors) 2001-2009.
- Participated in various staff selection processes with other offices including, Residence Life, Counseling and Health, Public Safety, and Human Resources.
- Supervision of multiple interns at both the graduate and undergraduate level.
- Represented the Dean of Students Office at Emergency Operations table top exercises 2016-2018.
- Co-wrote and designed the campus FERPA website with Registrar (www.uwgb.edu/ferpa) 2013.
- Annually trained and advised the Non-Academic Misconduct Hearing committee.
- Coordinated the purchase and implementation of two different student conduct software packages (RMS 2007 & Maxient 2009).
- Assisted various departments to develop and implement student policies.
- Accounted for Judicial Affairs budget of \$15,000.

- Annually tallied the necessary Dean of Students statistics to include in the Annual Security Report.
- Negotiated annual contract for AlcoholEdu, an online educational program for students, and coordinated oversight of program 2009-2016.

Campus Programing Experience

- Assisted in the creation, implementation and review of the Relationship and Sexual Violence Prevention (RSVP) grant, awarded by the Aurora Foundation, 2015 to present.
- Co-Chaired the Healthy Choices Task Force, which includes leading meetings, booking acts, coordinating event facilities and developing advertising materials 2014 – 2017.
- Represented the Dean of Students Office on the Healthy Choices Task Force, 2009-2017.
- Coordinated planning and spending of Healthy Choices Task Force budget of \$9,000 2013-2017.
- Represented the Dean of Students Office on the Alcohol Programming Task Force, 2005 - 2009.
- Coordinated Dean of Students panel for parent portion of FOCUS R&R days 2008 - present.

Campus Climate Experience

- Contributed as a member of the Pride Center Advisory Board, 2012 – present.
- One Love Facilitator Training 2017
- Completed Stop the Hate training by Campus Pride 2009.
- Participated in Safe Ally training levels 1 and 2 2013.
- Designed and implemented online bias incident reporting form 2014.
- Coordinated the response to reports of bias incidents as reported to the Dean of Students Office 2010 to 2017.
- Functioned as a member of the Title IX Multidisciplinary Team and Sexual Assault Response Team 2016- present.
- Authored the marketing campaign for the College Experience Survey, administered in spring 2014, with over 2,400 students completing the survey.
- Served as member of the Green Bay Police Department’s Heroin Task Force, 2012-2014.
- Participated in the Alcohol Advisory Committee 2006- present.
- Implemented 2004 AODA grant from UW System, including designing a research plan, submitting plan for Institutional Review Board approval, and supervision of intern, 2004-2005.

Student Affairs Experience

- Acted as the liaison for the Dean of Students office with Athletics, Public Safety, Counseling and Health Center and the Office of Residence Life regarding student behavior concerns 2001 - present.

- Met with students dealing with personal crisis and provided options, support and followed up accordingly 2001 - present.
- Provided training for Residence Life Staff ranging from 54 to 73 students and professional staff 2001 - present.
- Attended all threat assessment trainings provided by UW System since 2007.
- Co-Advised the UWGB Student Government Association, 2009 - present.
- Co-Lead freshman small group orientation with a faculty and student representative 2003 - 2009.
- Participated in crisis call center drills both as mock caller and answering calls to the call center 2007 - present.
- Presented to new international students on topics of substance use, relationship violence and bias incidents as part of their orientation each semester 2011-present.
- Managed two non-traditional residence halls, which housed upperclassmen, international students, break housing and a high concentration of students with physical and learning disabilities 1997-2001.
- Lead the Oshkosh Placement Exchange scheduling center as co-chair, 2000 and 2001.

Shared Governance Experience

- Academic Staff Peer Mentor for new employees 2017.
- Leadership and Involvement Committee 2014-2016.
- Leadership and Involvement Committee – Chairperson, 2008 - 2009.
 - Coordinated merger of the Orientation & Nominating committees.
 - Implemented new electronic voting process.
- Orientation Committee, 2007 - 2008.
- Personnel Committee, 2003 - 2004.

Information Technology Experience

- Conducted regular functions using Maxient, Peoplesoft, RMS/Mercury (Housing) WebNow and Persona (security/lock system) on a routine basis.
- Regular user of Facebook and Twitter.
- Proficient with Microsoft Office Suite 2016.
- Led the implementation of Maxient software program, 2009.
- Led the implementation of RMS Judicial module, 2006.
- Led the implementation of RMS Conference module, 2005.

Presentations & Awards

Founder's Academic Support Award for Excellence – 2014
 Organized and Hosted Title IX Workshop for UW Conduct Officers -2015

Dealing With Disruptive Students, presented several times a year at UWGB with Public Safety and Counseling and Health Center staff
How to Survive a Clery Audit - ASCA 2010 National Conference
Careers in Student Affairs Panels at both UW Oshkosh & UW Green Bay 2001-2007
What is Facebook? UWGB Staff Development program 2006

Conferences & Workshops Attended

Analyzing and Understanding Systematic Racism by Crossroads, 2017
Critical Cultural Competency Workshop hosted by UWGB Social Work Program 2015
ASCA Gehring Academy Mid-Level Managers Institute 2013
The Bottom Line on Title IX hosted by UW System Office of General Counsel 2015
Big 10 Clery Act Summit hosted by UW-Madison, 2015
Confronting the Realities of Sexual Violence on the College Campus - UW-Madison 2013
ATIXA Title IX Investigator Training January, 2012
NCHERM Title IX Training July, 2011
ASCA National Conference 2002, 2003, 2005, 2006, 2007, 2008, 2009, 2010, 2011 and 2016
Motivational Interviewing May, 2010
Stop the Hate (3 day seminar) April 2009
Suicide and Self Injury: Stopping the Pain April, 2007
WCPA 2000
UMR-ACUHO 1999

Volunteer Experience

Co-Lay Leader – The Family Church, July 2015 – present
Chairperson – Board of Trustees for The Family Church, 6/2009 to July 2015
Chairperson – Church Building Team – The Family Church January 2008 to project completion in March 2009
Volunteer Emergency Support Team (VEST) member – UW Green Bay
Wisconsin Coalition Against Sexual Assault (WCASA) Board of Directors 1995