

LSCPA Curriculum Vitae

Dana M. Espinal

EDUCATIONAL BACKGROUND

Ph.D. Human Environmental Sciences (ABD), Oklahoma State University, Area of Study: Planning and Design (Interdisciplinary)

Master of Business Administration, Northeastern State University, May 2004
Major Area: Business Administration

Bachelor of Science, University of North Alabama, May 1992
Major Area: Art - Minor: Marketing

POSITIONS IN HIGHER EDUCATION

2021 – present	Director Small Business Development Center	Lamar State College Port Arthur, TX
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Advise center clients regarding business issues. This includes assisting them in the preparation of business plans, loan applications, grant applications, marketing, payroll taxes, federal taxes, federal and state law for their industry, etc. Develop business relationships with local financial institutions. Oversee the federal and state budgets allotted to the Center. Promote publicly the Center through newspaper interviews, service organization presentations, interviews on local news programs, chamber activities (coffee, ribbon cuttings, committees, etc.). Maintain contact with political representatives, and participate in various city activities and special award programs for deserving businesses. Serve as liaison between professional staff and the communities served. Represent the center at public and private sector events requiring knowledge of these programs operations and often provide promotional opportunities. Present business training opportunities and workshops to entrepreneurs and small business owners.

2018 – 2021	Director, Project Management Planning & Construction	Lamar University Beaumont, TX
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Lead, direct and execute all projects with the University's capital improvement program. Responsible for project planning, scoping, coordination of design and engineering, estimating, budgeting, scheduling, construction, and all related communication for all projects. Coordination of a variety of projects require close collaboration with AVP of Facilities Management, AVP of Procurement and Finance, and VP of Finance and Operations. Directly supervise for all in-house professional project management staff – responsible for fostering an internal collaborative environment between the design and construction teams. Plan, direct and review the activities and operations for the project management staff and provide leadership to facilities maintenance staff on coordination and collaboration for all projects integration into the campus systems. Coach, mentor and provide training for the ongoing professional development of department staff. Oversee all aspects of major and

minor design and construction projects. Assist AVP with development and implementation of departmental and project delivery policies, processes and procedures. Develop control systems and tools to ensure continuous quality improvement. Develop and maintain space standards, design guidelines and master specifications. Coordinate with the Texas State University System Office of Contract Administration and ensure compliance with System policies and procedures. Coordinate University projects with local, state and federal regulatory authorities and ensure compliance. Coordinate the activities of third-party consultants on University projects to ensure seamless integration with design team's work product and construction activities. Prepare and administer RFQs and RFPs. Assist AVP with development and implementation of new standard contract forms for IDIQ and Individual vendor assignments. Participate with emergency preparedness and response team, disaster restoration projects and support campus events to ensure a safe environment.

2015- 2018

**Manager, Facilities Contracts
Engineering Services**

**City of Corpus Christi
Corpus Christi, TX**

Responsible for facilitating allocation and utilization of resources to ensure all facility projects completion. Manage repairs and renovation contracts, including documentation, and contractor performance. Coordinate and prepare Task Orders, Scope of Work and project funding for contract work (including grant funded [CDBG and FAA] projects). Manage and ensure projects are completed on time and within established budgets. Ensure that projects are reviewed within City timelines by coordinating technical staff reviews in multiple departments. Compile written materials (logs, sign-in sheets, presentation, etc.) for project records by maintaining the project diary as an official record of issues, decisions, and contacts. Assembles submittal requirements for the project and maintains project assumptions, schedules, and quality estimates of fees by ensuring adequate noticing for the project, assuring appropriate sign off for project issuance, coordinating activities are completed in a timely manner. Plan, track and manage the success of projects assigned. Assist as an active senior leadership role on the team and created an environment that foster industry standards of proven methods and processes. Identify, track, and remove impediments to project success. Facilitate the creation of a well-defined project plan for projects. Assure that all team members whether City employees, contractors, consultants, or state or federal agencies understand their roles and responsibilities. Manage the performance of staff members to ensure department goals are achieved. Assign projects to project managers and evaluate work methods and correct deficiencies. Prepare and deliver presentations on on-going projects. Manage and develop standard operating procedures to ensure project related functions. Daily review of all on-going projects and associated activities. Professionally represent the City when interacting with City Officials, City employees, private developers, contractors, consultants and other agencies, including the public.

2014- 2015

Rural Project Manager

Del Mar College

Small Business Development Center Corpus Christi, TX

Assist with advisory and counseling services for community clients including needs assessments, work plans and recommendations for community projects. Provide various tasks related to assigned projects, such as, project management, research planning and coordination of special projects and programs. Develop and propose strategies and programs to assist community clients with the retention or expansion of specific project areas. Plan and execute comprehensive marketing plan to promote the Rural Business Program and its services in designated rural communities. Serve as liaison between professional staff and the communities served. Serve and Foster positive working relationships with SBDC/Rural Business Program stake holders, including but not limited to local chambers, economic development organizations, lending institutions, city and county leaders, and institutions of higher education. Represent the Rural Business Program/SBDC at public and private sector events requiring knowledge of these programs operations and often provide promotional opportunities. Serve as rural small business Adviser to small businesses that aided with business plans, financial analysis, marketing, accounting, tax planning, loan packaging, and a wide variety of other business services. Present business training opportunities and workshops to entrepreneurs and small business owners. Plan and execute a comprehensive market plan to promote the Del Mar SBDC and its services.

2012 - 2014

**Associate Director, Capital &
Facilities Planning**

**Ohio University
Athens, OH**

Assist and implement in the Capital Planning for on-going development for the Division of Student Affairs for 35% of the properties on the Athens main campus (1,000,000 square feet). Which includes management and oversight of projects associated with 42 residence halls (8,000 beds), Baker University Center, Ping Student Recreation Center, and others. Assist with implementing the overall Residential Housing Master Plan including submitting recommendations for major/minor renovations, enhancements to facilities and new construction. Provide management for studies, design and development document requirements, reviewing project estimates, bid reviews and assist in the construction document preparation with team. Provide input for major/minor project scheduling needs of the university, divisional departments and coordinate opening preparation for student's use. Provide administrative support and assist with Facilities Management and act as liaison to examine auxiliary facility needs, residence hall maintenance of 42 facilities (8,000 beds), custodial and ground concerns and renovation projects. This includes collaboration and coordination across campus, capital funding and scheduling coordination. Serve as a liaison to assess auxiliary and residence hall projects. Resolve facility issues, provide communication and follow up and represent departmental areas of the Division of Student Affairs and students. Continually involved with professional construction and design organizations to keep apprised of changes in construction codes, legislative changes, accessibility guidelines, and LEED certifications. Responsible for developing major and minor budget planning, preparation and forecasting of project budgets. This includes budgets in excess of \$100 million; continually reviewing and monitoring for accuracy and savings. Review expenses,

coordinate budget transfers, recommend closing of purchase orders and close-out completed projects. Interpret and implement policy and procedures. Directly involved with personnel issues and labor relation issues for functional area(s). Implement summer capital project schedule, identifying capital improvements, renovations, maintenance, room furnishing updates, and act as a liaison with facilities management, risk management, custodial services, in-hall staff, divisional staff and students. Implement Inventory Control system for 42 residential hall furniture and equipment using the TMA work order software; determine surplus, maintain updated furniture, meet with residential furniture representatives and procure furniture for residential housing's 42 facilities (8,000 beds). Accountable for monitoring capital efficiencies using established goals and metrics (coordinated project savings, LEED, accessibility, sustainability, etc). Manage work force of the Interior Services department within the Residential Housing department; evaluate shop processes and work orders, review billing and report requirements and continuously evaluate training needs of the manager and skilled laborers in the department.

ADDITIONAL RELATED EXPERIENCE

2021 – Present, Adjunct Instructor, Lamar State College Port Arthur, Department of Business and Industrial Technology, Port Arthur, TX

Responsible for instruction of all levels of developmental math. Responsible for daily, weekly, and scheduled performance evaluations. Responsible for accurate record keeping of attendance, work performance and curriculum alignment. Responsible for timely completion and submission of related course documents including attendance verification, administrative summons, and course grades. Responsible for planning course projects and establishing course goals according to time restraints of each term, and accomplished results of previous terms.

2002 – 2007, Adjunct Instructor, Tulsa Community College, Southeast Campus, Interior Design Department, Tulsa, OK

Responsible for instruction of all levels of developmental math. Responsible for daily, weekly, and scheduled performance evaluations. Responsible for accurate record keeping of attendance, work performance and curriculum alignment. Responsible for timely completion and submission of related course documents including attendance verification, administrative summons, and course grades. Responsible for planning course projects and establishing course goals according to time restraints of each term, and accomplished results of previous terms.

2004 – 2006, Teaching Assistant, Design, Housing and Merchandising Department, College of Human Environmental Sciences, Oklahoma State University, Stillwater, OK

PROFESSIONAL AFFILIATIONS

2021 – Present, Southeast Texas Economic Development Foundation
2021 – Present, Texas Economic Development Council
2021 – Present, Rotary Club of Port Arthur

PROFESSIONAL DEVELOPMENT

2022, American College of Education, DIV5003 – Diversity & Inclusion in the Workplace
2022, America's Small Business Development Council, America's SBDC 43rd Annual Conference
2022, Southern Economic Development Council, SEDC Annual Conference
2022, Texas Economic Development Council, Women's Conference
2022, Texas Gulf Coast Network, Trusted Advisor

LSCPA CAMPUS EXPERIENCE (leave blank if new to LSCPA)