

Steven M. Bettner

February 10, 2017

Dear Hiring Team:

With the utmost enthusiasm, I would like to express my interest in candidacy for Assistant Vice President, Auxiliary Business Services at New Mexico State University. The opportunities and challenges anticipated of this role are particularly well aligned with my experience, and I look forward to discussing the specific actions and results I have driven in similar roles.

In addition to being an honor, a highlight of my career was serving as the Commander in the Defense Contract Management Agency for Northern Iraq in 2004. In this role I was responsible for all logistics and life support services including housing, dining and transportation of 180,000 US and coalition personnel on 13 installations over a 10,000 square miles area. In addition to serving over half a million meals every day, I was the accountable office for a \$5.2 Billion budget and a procurement team charged with ensuring troops had everything necessary to complete the mission successfully.

In my current role of Director of Auxiliary and Business Services at The University of South Florida, St. Petersburg, I have recently overseen a tremendous master campus planning project- rising to the challenge of developing new student housing, dining and conference center while reimagining in our defined campus footprint. This project has been a collaborative effort between myself, university colleagues, vendors, and various community leaders. Through collaboration, I built long term forecasts based on a demand study and conceptualized an entirely new facility which would add value to our community while also enhancing the lives of our students. A project of this magnitude is clearly a team effort, and I am one contributor in a pool of talented and dedicated colleagues. I am pleased to have been in a leadership role proposing and orchestrating the financing, planning, and contract negotiation of this new facility. This was a particular challenge in a time when the state is not allowing appropriations for non-academic facilities. This led to structuring the financing as an entirely privately funded project through the Public-Private Partnership (P3) concept.

As the university liaison for all major contracts including pouring rights (Coke), book store (Barnes & Noble) and dining services (Sodexo). I have been able to foster great partnerships with the vendors to advance both parties while enhancing the student experience. A recent challenge I encountered while evaluating our budgetary goals and projections was the need to increase revenue, without raising the cost of attendance. Some students were dissatisfied with the obligatory cost of a meal plan, as they also liked to patron local venues on and off campus. This was an issue for years prior to my arrival at USF. I proposed and was able to negotiate with our vendor an amendment to integrate the meal plan with the local vendors and grocers, allowing the students to use their pre-funded accounts for purchases outside of our school restaurant. The implementation of this program has resulted in a revenue increase to the university through commissions, without increased overhead, and has been tremendously popular

across all constituents including students and the community. It also drove our vendor to provide a higher quality product at a lower cost to compete for the students spending power. It has been a true win-win for everyone.

I have enjoyed a robust twenty plus year career built on a cornerstone of managerial leadership and financial acumen within the military, corporate, and university sectors. Ongoing personal education and development have always been important to me, and I have deep appreciation for ensuring the quality of education and experience our own students will have. I earned an MBA at the Kellogg School of Management, Northwestern University, and am presently in the final months of earning a Doctorate of Education in Higher Education Management at the University of Georgia.

As this role calls for a dynamic leader with an entrepreneurial spirit capable of managing large teams and at time conflicting interest or demands, I am uniquely suited to excel in this situation. Thank you for your consideration, and I look forward to our continued dialogue.

Sincerely,

Steven Bettner

Steve Bettner

SUMMARY

Higher Education & Business Executive: A former Naval Officer and business leader with extremely broad and diverse capabilities; has exhibited sustained success with increasingly complex challenges over a 20 year career. Currently serving as Director of Auxiliaries &-Business Services at the University of South Florida St. Petersburg. Responsible for the all Business Services' overseeing university auxiliaries, contracts and vendors for auxiliary services- including dining, conferences, parking, leases, residence halls and bookstore. An excellent writer with extensive public speaking experience; ideally suited for situations demanding precise, effective, and cogent communications and negotiation skills. Executive level customer interface with the U.S. Government, University, commercial and foreign defense agencies. Earned a Master of Business Administration from Northwestern University, Kellogg School of Management and is a Doctoral candidate in the University of Georgia Executive Doctor in Higher Education Management program.

EXPERIENCE

University of South Florida
Director, Finance & Administration-Business Services

St. Petersburg, Fl.
2014-Present

Reporting to the Vice Chancellor for Finance and Administration and Chief Financial Officer, works closely with the Chancellor's Cabinet and University Administration to execute the strategic plan. Responsible for the financial affairs as well as operational and administrative areas of the Business Services division. Accountable officer for the revenue generation and budget management of the University Business Services. Provides negotiation, administration and management oversight to all contractual relationships with vendors and is liaison to campus constituents.

Principal Responsibilities & Accomplishments:

- Responsible for the financial performance of university auxiliaries, drove record revenues for dining, conferencing, parking and bookstore for FY 2016. As a direct result auxiliaries was able to provide twenty need based scholarships for the first time.
- Serves on numerous campus committees including all Expenditure Policy (PCard, Travel, Property and expenditure) committees. Student and Campus Life, Dining Services, Student Center, Space Planning and Campus Safety and Security committees. Division Chief for logistics for Emergency Response Team.
- Served as a key leader in Public Private Partnership feasibility study and adoption of an \$80MM effort for a state of the art Residence, Dining and Conference Hall.
- Oversees the Purchasing Division and supervises the Purchasing Manager. Ensures that State purchasing laws and University purchasing regulations, policies and procedures are met while ensuring timely, efficient and cost effective purchasing services are provided to constituents and vendor partners. Works closely with the USFSP Purchasing and Parking Manager and Assistant/Associate Director of Financial Services to develop a system for electronic reconciliation and to ensure that all USFSP, USF System and State of Florida policies and statutory obligations are met on purchases and contractual services.
- Responsible for the ongoing, timely accounting functions for auxiliary and support services. Works with campus constituents and USF System Legal Counsel to ensure smooth creation and implementation of contract renewals and new contracts. Negotiates new contracts and contract renewals. Assist in the development and maintenance of appropriate business systems and financial management and performance models for auxiliary services functions. Track financial performance/strategic goals for all major auxiliary operations to ensure goals are achieved.

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**Georgia Institute of Technology
Office of Sponsored Programs (EII)
Contracts and Procurement Counselor-Adjunct Instructor**

**Atlanta, GA
2008-Present**

The Georgia Tech Procurement Assistance Center (GTPAC) operates under a cooperative agreement with the Defense Logistics Agency (DLA). GTPAC is part of the Industry Services group within the Enterprise Innovation Institute (EI2) of Georgia Tech. The GTPAC helps Georgia businesses identify, compete for and win government contracts. Assistance comes in the form of teaching, mentoring and coaching

Principal Responsibilities & Accomplishments:

In a consultative role-conduct market research, identify government opportunities, and establish enduring relationships.

- Execute System for Award Management (SAM) and other governmental vendor registrations.
- Read and understand government bid and proposal solicitations.
- Locate firms – large and small – and form partnering agreements between firms.
- Prepare, review and finalize a bid or proposal.
- Locate technical information and pricing data.
- Understand RFID, UID, and packaging standards.
- Prepare for pre-bid conferences, short-list interviews, debriefings, and pre-award surveys.
- Participate in electronic and Internet procurement opportunities.
- Properly submit an invoice, including Wide Area Work Flow.
- Handle post-award contract administration.

Individual Accomplishments:

- Served 358 businesses across the State of Georgia in calendar year 2015. Provided representatives of these firms counseling, instruction, and bid opportunities.
- During 2015, conducted 23 classes and events state-wide where more than 600 business people received instruction on how to effectively compete for government contracts.
- Conducted over 1000 consulting/ counseling sessions with Georgia-based small businesses in 2015 as well as 450 counseling sessions with large businesses.
- In calendar year 2015, Clients won 320 government prime contracts and 100 subcontracts worth a total of \$659 million.

**Lockheed Martin Corporation
Director, Contracts
Deputy Director
Senior Manager, Contracts**

**Atlanta, Ga
2009 – 2014**

Lockheed Martin Mission Systems and Training (MST) provides systems engineering, software development, complex program management, supply chain solutions and logistics, and training and simulation technologies for global security, civil and commercial markets. MST employs approximately 17,000 people in the U.S., Canada, Mexico, Taiwan, Japan, United Kingdom, Germany, the Netherlands, New Zealand and Australia. Computer systems, software and hardware engineering professionals comprise the largest segment of the workforce, followed by production, professional and other support specialists.

In his role, managed a staff of 10 to 16 geographically disbursed employees. Responsible for negotiation and management of 700+ contracts valued at over \$1 Billion. Sought out by members of executive staff to resolve difficult contract, financial and employment issues. Significant business relationships with U.S. Government classified, military and non-military procurement agencies. Served as Interim Director and supervised over 50 contracts professionals spanning 3 market segments from July to December 2012.

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**U.S. Navy
Naval Supply Officer
Naval Acquisition Contracting Officer
Nuclear Submarine Officer**

**USA
1996 – 2007**

The Supply Corps is the United States Navy's professional staff corps responsible for the supply phases of naval logistics. The broad responsibilities of the Supply Corps are closely related to those of many executive positions in private industry and embrace such areas as financial management, inventory control, merchandising, transportation, procurement, data processing, and personnel services, including feeding U.S. naval forces and operating the Navy's Exchanges. The Supply Corps are the business managers of the Navy, and they are responsible for the supply support of the ships of the active fleet and hundreds of naval shore installations.

In fulfilling this role at various Installations and ships around the world, was heavily recognized and medaled for excellence in multiple leadership roles throughout a decade of exemplary military service. Accomplishments included contracting and overseeing a five Billion dollar task order while serving in Iraq; Planning and execution of five million dollar annual budget while serving as a Readiness Officer in the Asian Pacific Fleet; Managed 140 other Officers and Enlisted Personnel.

Principal Responsibilities & Accomplishments:

Served as a warranted Contract Administrator for DCMA Atlanta, specialized in complex contracts. Contracts were for a variety of products related to state-of-the-art communication and electronics equipments/systems, and software development and integration, A/E and Construction. Responsible for accomplishment of complex contract administration actions pertaining to the administration of DOD contracts awarded to contractor throughout various plants and divisions/units. Negotiated Forward Pricing Rate Agreements. Analyzed and negotiated bid and billing rates, final overhead rates, G&A related actions, and labor rates. Evaluated adequacy of Contractor's business management systems. Conducted senior level meetings for both discussing and resolving Divisional/Business Unit issues. Supervised over 100 geographically dispersed civilians.

- As Commander of DCMA Northern Iraq (Al Anbar Province). Was the accountable officer overseeing and administering a \$5.2 Billion budget providing all logistical and life support services to U.S and Coalition Forces. Was directly responsible for the Housing, Dining, and Hospitality Services for 180,000 Soldiers, Sailors, Marines, Airmen and Civilians.
- Routinely briefed and provided memos directly to the Under Secretary of Defense in preparation for Senate Armed Service Committee hearings.
- Graduated Navy Nuclear Powers School, Navy Submarine Officer School, and Navy Supply Officer and Supply Officer Department Head Schools. Qualified as a Submarine Officer and Surface Warfare Officer. Received Defense Meritorious Service Medal, multiple Joint Service Commendation, Navy Commendation and various other medals for exemplary service.

EDUCATION

**UNIVERSITY OF GEORGIA
INSTITUTE OF HIGHER EDUCATION
*Ed.D., Higher Education Management (2016-2017)**

Athens, GA

**NORTHWESTERN UNIVERSITY
KELLOGG SCHOOL OF MANAGEMENT
MBA, General Management**

Evanston, IL

**University of Tampa
BA, Liberal Sciences**

Tampa, FL

Steve Bettner

Principal Responsibilities & Accomplishments:

- Met or exceeded all financial goals in 2013 including Orders, Sales and EBIT. Only market segment within line of business to do so during the government sequester.
- Advises executive staff on FAR, DFAR and other agency acquisition regulations (including Service Contract Act, Davis Bacon Act and other labor statutes); RFP and RFQ responses; proposal development; prime contract and subcontract negotiations; MOU's, merger and acquisition targets; contract modifications, equitable adjustments and change orders; claim letters; compliance audits; FOIA requests; resolving organizational conflicts of interest; responding to terminations, cure notices and other contract disputes; bid protests; mentor-protégé programs; small business set-asides; contract novations; cost/price analysis; and various employment issues (including ethics, compliance, labor unions and collective bargaining agreements, and personal service contracts).
- Cradle-to-grave responsibilities and knowledge of all aspects of all contract types for a large variety of work (support services, hardware and software development, facilities, and operations and maintenance).
- Develops, draft and negotiate prime contracts, subcontracts, teaming agreements, statements of work and other contracts documents, joint venture agreements, license agreements, non-disclosure agreements, OCI Plans and reseller agreements.
- Drafts White Papers on Policy, Cost Accounting Standards, allowability of costs, and booking of sales and orders
- Portfolio included contracts in 38 states and 12 countries. Responsibilities included negotiation and management of International Contracts, Intellectual Property, Export Control, Foreign Currency and ITAR requirements.

CACI International
Principle Acquisition Analyst

Arlington, VA
2007-2008

CACI provides information solutions and services in support of national security missions and government transformation for Intelligence, Defense, and Federal Civilian customers. Information solutions and services help our customers:

- Safeguard our national security
- Support critical decision-making to counter global threats
- Keep our armed forces informed, equipped, and mission ready
- Modernize government to more efficiently meet national challenges.

Principal Responsibilities & Accomplishments:

Performed the duties of a Government Contracting Specialist for Washington Headquarters Service and the Office of the Secretary of Defense in all aspects of the Pentagon Renovation project. Planned and coordinated all aspects of contracting from developing acquisition strategies, writing request for proposals, negotiating, administering and closeouts.

- Independently performed market research and developed acquisition strategy.
- Prepared documentation including acquisition plans, source selection plans, test and evaluation of master plans, requests for proposal, requests for grants and other transaction proposals and associated determinations and justifications required by statute or policy.
- In source selection process, led contractor performance assessment research and reviews. Performed price and proposal costs analysis and coordinated with appropriate agencies on technical evaluations, rate agreements and Cost Accounting Standards issues or material management system approvals.