

# Matthew W. Scruggs

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## **EDUCATION**

Doctor of Education in Leadership Studies  
*University of Lynchburg*

*May 2020*  
*Lynchburg, VA*

***Dissertation Title – Exploring the Relationship Between the Student Disciplinary Process and First-Year Student Prosocial Development: A Mixed-Methods Study***

Master of Arts in Education, Educational Leadership and Policy Studies  
*Virginia Polytechnic Institute and State University*

*May 2006*  
*Blacksburg, VA*

***Master's Project Title – Services Provided to Graduate Students and the Quality of Those Services as Perceived by Providers***

Bachelor of Science, Political Science, *Summa Cum Laude*  
*Ferrum College*

*May 2004*  
*Ferrum, VA*

## **PROFESSIONAL EXPERIENCE**

**Assistant Vice President – Community Development/UESS Division**

*July '22-Present*

*University of Lynchburg*

- Serve as a designee for the Vice President for University Experience and Student Success (UESS) in their absence, including signatory authority, representing UESS during Leadership Council meetings, on University committees, and leadership/decision-making authority
- Advocate for the interests of and support the staff within the five areas within the Community Development Portfolio and entirety of UESS while centralizing the student experience and developing a sense of community within the residential community and greater Lynchburg community
- Directly supervise the Directors of the Office of Campus Engagement, Office of Campus Recreation, Office of Leadership Development, and Office of Residential Experience
- Indirectly supervise the Assistant Directors of the Office of Campus Engagement, Office of Campus Recreation, Office of Leadership Development, and the two Area Coordinators within the Office of Residential Experience
- Indirectly supervise five Graduate Assistants, 165 student employees, and 1100 residential students living within the residential community
- Serve on Vice President's Leadership Team alongside the two other Assistant Vice Presidents and the Executive Assistant
- Co-manage division compensatory and operational budgets totaling \$3,325,414.00 along with the Vice President's Leadership Team
- Collaborate with the Vice President's Leadership Team in the decision-making regarding UESS budget reductions and organizational restructure
- Write and review semesterly reports within the Community Development Portfolio and coordinate data collection and analysis on relevant topics
- Coordinate and facilitate bi-weekly Community Development Portfolio Think Tank and monthly Portfolio Team meetings
- Collaborate with the Community Development Portfolio directors to develop the portfolio's Mission, Vision, and Values, to monitor portfolio projects and initiatives, strategic planning, goal development and attainment, budgeting, JEDI initiatives, and staffing concerns
- Collaborate with UESS division to develop and implement New Student Orientation in June and January, Hornet Days in August, and the Move-In and Check-In process
- Oversee the implementation of all components of the student disciplinary process, including review of possible violations of the Honor and Student Conduct Codes, investigation of allegations, assignment of disciplinary charges and educational outcomes as needed, and provision of appropriate follow-up information, resources, or other assistance to support student success
- Collaborate with the Office of Residential Experience professional staff members and the 3 other portfolio directors to resolve Honor and Student Conduct Codes infractions through administrative handlings, alternative dispute resolutions, and related appeal requests, including assigning specific cases to staff members for their address
- Facilitate weekly Incident Review meetings with the Office of Residential Experience, Campus Safety and Security, and Case Management discussing reported incidents, their address, and next steps to take for resolution and providing information, support, and resources to individuals impacted by misconduct
- Implement greater use of formal Alternative Dispute Resolutions to manage reported incidents
- Serve as campus contact for all Maxient software needs and trainings
- Update my assigned cases and conduct records through Maxient software
- Monitor outcome completion and assess attainment of desired learning objectives for my assigned cases
- Oversee annual Honor Code and Student Conduct Code review and updates to the student handbook
- Present annually to faculty during New Faculty Orientation on the Honor Code and student disciplinary process
- Serve in the Professional On-Call rotation 3-4 times a semester providing evening and weekend emergency response for a community of 2,200 students

- Contribute to compliance with relevant laws, regulations, and reporting requirements, including Clery Act reporting and the Drug Free Schools Act
- Contribute to emergency prevention and response, including service on the Threat Assessment and Management Team (TAM), CARE Team, the Crisis Management Team, and co-chair of the Behavioral Intervention Team (BIT)
- Collaborate with the Office of Campus Engagement to implement Adam's Law requirements
- Coordinate the annual UESS Student Awards for Leadership, Service, and Student Life

#### **Assistant Dean of Students – Office of the Dean of Students**

*January '17-June '22*

##### *University of Lynchburg*

- Contributed to implementation of all components of the student disciplinary process, including review of possible violations of the Honor and Student Conduct Codes, investigation of allegations, assignment of disciplinary charges and sanctions as needed, and provision of appropriate follow-up information, resources, or other assistance to support student success
- Resolved Honor and Student Conduct Codes infractions through administrative handlings and related appeal requests
- Served as a Chairperson of the Administrative Board
- Developed and administered educational sanctions
- Monitored sanction completion and assessed attainment of desired learning outcomes
- Updated student conduct records using both a university-specific system and the Maxient software
- Co-managed office budget totaling \$5,075.00 with the Associate Dean of Students
- Worked collaboratively with the Office of Housing and Residence Life and with Campus Safety and Security to review and resolve disciplinary and non-disciplinary incidents, including providing information, support, and resources to individuals impacted by misconduct
- Advised the Student Judicial Board (SJB), including supervision of two paraprofessional SJB chairpersons, training of all SJB members, oversight of selection processes, attendance at weekly SJB meetings, facilitating and evaluating end of the year assessments
  - Recognized with Group Leadership Award for University of Lynchburg ('17-'18, '18-'19, '19-'20)
- Developed and implemented training for students, faculty, and staff about the *Honor and Student Conduct Codes and Regulations*
- Developed and implemented ongoing programs for students promoting integrity, positive citizenship, and personal responsibility
- Assisted in the development and review of University policies relevant to student conduct
- Assisted in the development of the Strategic Plan for the Office of Student Development
- Contributed to compliance with relevant laws, regulations, and reporting requirements, including Clery Act reporting and the Drug Free Schools Act
- Contributed to emergency prevention and response, including service on the Threat Assessment and Management Team (TAM), the Behavioral Intervention Team (BIT), and the Crisis Management Team
- Served in the Dean On-Call rotation 1-2 times a semester providing evening and weekend emergency response for a community of 2,200 students
- Met with the on-call team, contributing to incident follow up and development of protocols and retention efforts
- Collaborated in the reporting, tracking, and overall management of COVID deviations (2020-2021)
- Contracted with Zoom platform and developed user manual for the Officer of the Dean of Students (2020-2021)
- Spearheaded implementation of Maxient services for the Office of the Dean of Students (2020-2022)
- Developed assessment tool for student feedback of going through the student disciplinary process (2021-2022)
- Developed learning outcomes for sanctions assigned as a result of going through the student disciplinary process (2021-2022)

#### **Assistant Director – Student Conduct and Conflict Resolution**

*February '13-December '16*

##### *University of Florida*

*Gainesville, FL*

- Supervised one undergraduate Case Coordinator (*Fall 2013-Fall 2016*) and one Graduate Assistant (*Fall 2014-Fall 2016*)
- Served as an administrative resolution officer for cases involving sanctions up to and including University expulsion
- Advised the Student Conduct Committee for hearings involving sanctions up to and including University expulsion
- Read and analyzed police reports, incident reports, and Faculty/Student Resolution forms and assigned charges related to the *Student Conduct Code* and *Honor Code*
- Investigated Title IX and other victim-related reports and create investigative summaries to determine appropriate next steps
- Updated student conduct records and case management using the Advocate Simplicity software
- Mediated and coached students involved in cases where conflict is present but where no conduct violation has occurred
- Advised the Student Honor Code Administration (SHCA), a Student Government entity providing educational programming and proctoring and advising services
- Served as liaison for the University's Back on TRAC substance abuse program (*Summer 2015-Fall 2016*)
- Served as a Dean On-Call responding to crisis situations and as a Division of Student Affairs Protest Team member for a campus community of 52,000 students
- Monitored campus events database to determine events that may require Protest Team response
- Managed the information shared with online students and incoming students through their orientation modules and publications
- Coordinated the Dean of Students' Ethics and Civility Week (2014 – 2016) and Conflict Resolution Week (2014)
- Trained and coordinated Student Conduct and Conflict Resolution students and partners to give summer orientation presentations

- Organized the Student Conduct and Conflict Resolution's undergraduate Case Coordinator search and interview process (2015-2016)
- Aided in the selection and training of Student Conduct Committee members
- Assisted in the annual review and development of the *Student Conduct Code* and *Honor Code*
- Presented to the University community and local community, including law enforcement and secondary schools, about the conduct process, academic integrity, and Student Conduct and Conflict Resolution services
- Developed and coordinated the Males Acquiring Leadership Experience program

### **Residence Life Coordinator – Murphree Area**

*July '10-January '13  
Gainesville, FL*

*University of Florida*

- Served as live-on professional administrator directly coordinating a residential area consisting of five traditional residence halls, housing 1,025 students total
- Directly trained, supervised, and evaluated six Graduate Hall Directors and indirectly trained, supervised, and evaluated 32 undergraduate Resident Assistants
- Processed all area incident reports for a residential area housing 1,025 students and recommended sanctions, charges and the appropriate hearing officer
- Conducted investigations and administrative disciplinary hearings including determination and administration of sanctions up to and including conduct probation and removal from housing
- Reviewed and revised rules, regulations, standards and procedures related to the *Residential Community Standards*
- Served as a Chair and member for the Student Conduct and Conflict Resolution Student Conduct Committee, adjudicating student conduct hearing including recommending sanctions up to and including University expulsion
- Acted as an adjunct resolution officer for conduct cases assigned to Student Conduct and Conflict Resolution
- Functioned as an Administrator On-Call responding to crisis situations and facility-related issues for on-campus community of 7,500 undergraduate residents
- Advised various Inter-Residence Hall Association programs in preparation for campus-wide Residence Hall Week
- Oversaw housing operations and facilitated planning meetings for Freshman Orientation and Summer Conferences (*Summer 2012*)

### **Area Coordinator – West Campus**

*November '09-June '10  
Farmville, VA*

*Longwood University*

- Served as live-in professional administrator directly managing two suite-style residence halls, consisting of one co-ed Honors community and one co-ed traditional community, housing a total of 375 students
- Directly supervised one Masters-level Residence Education Coordinator, one undergraduate Desk Supervisor, and seven undergraduate Resident Assistants
- Indirectly managed two suite-style residence halls, consisting of one co-ed traditional community and one all-female, predominately Greek community, housing a total of 370
- Administered all community incident reports and served as an Administrative hearing officer for a residential area housing 745 students, enforcing and interpreting university policies, while conducting educational meetings for students and organizations
- Updated student conduct records and case management using the Judicial Officer software
- Served as an advisor for the Student Judicial Board ensuring that due process was followed for student respondents and helping the board determine and administer appropriate sanctions up to and including University probation
- Performed as a core administrator of the Residential and Commuter Life staff, providing on-call coverage, and crisis management for 2,700 Longwood housed residents

### **Residence Education Coordinator**

*June '06-October '09  
Farmville, VA*

*Longwood University*

- Served as live-in professional administrator managing two suite-style residence halls, consisting of one co-ed Honors community and one all-female, predominately Greek community, housing a total of 370 students
- Interviewed, selected, trained, supervised, and evaluated staff of eight Resident Assistants, one Head Resident Assistant and one Graduate Hall Director
- Investigated, adjudicated, and resolved residential disciplinary issues in accordance with judicial policy and procedure for a residential area of 370 students, while ensuring an educational environment for the student or organization
- Updated student conduct records and case management using the Judicial Officer software
- Served as an advisor for the Student Judicial Board ensuring that due process was followed for student respondents and helping the board determine and administer appropriate sanctions up to and including university probation
- Helped in writing office protocol to be followed by departmental staff when addressing campus crisis situations
- Assisted in the review and revision of the *University Community Standards*
- Functioned in REC on-call duty rotation and responded to crisis and facilities situations for 2,700 Longwood housed residents
- Worked in Administrator on-call duty rotation and responded to questions and requests from professional staff in on-call role

## **SELECTED TEACHING EXPERIENCE**

<b>Faculty</b> , Gehring Academy Mary Beth Mackin Foundations of Professional Practice, <i>University of Lynchburg, Lynchburg, VA</i>	<i>Spring-Summer '25</i>
<b>Adjunct Professor</b> , <i>Student Affairs for Today's Students – LS625, University of Lynchburg, Lynchburg, VA</i>	<i>Spring '25</i>
<b>Adjunct Professor</b> , <i>Student Development in Higher Education – LS611, University of Lynchburg, Lynchburg, VA</i>	<i>Spring '25</i>
<b>Track Coordinator/Faculty</b> , Gehring Academy Mary Beth Mackin Foundations of Professional Practice, <i>University of Lynchburg, Lynchburg, VA</i>	<i>Spring-Summer '24</i>
<b>Adjunct Professor</b> , <i>Student Affairs for Today's Students – LS625, University of Lynchburg, Lynchburg, VA</i>	<i>Spring '24</i>
<b>Adjunct Professor</b> , <i>Politics and Policies in Education – LS624, University of Lynchburg, Lynchburg, VA</i>	<i>Spring '24</i>
<b>Track Coordinator/Faculty</b> , Gehring Academy Mary Beth Mackin Foundations of Professional Practice, <i>University of Lynchburg, Lynchburg, VA</i>	<i>Spring-Summer '23</i>
<b>Faculty</b> , Gehring Academy Mid-Level/Aspiring Director Track, <i>University of Lynchburg, Lynchburg, VA</i>	<i>Spring-Summer '22</i>
<b>Faculty</b> , Gehring Academy Academic Integrity Mini-Track, <i>University of Lynchburg, Lynchburg, VA</i>	<i>Spring-Summer '22</i>
<b>Adjunct Professor</b> , <i>Leading in a Digital Environment – LS612, University of Lynchburg, Lynchburg, VA</i>	<i>Spring '22</i>

## **SELECTED COMMITTEES and SERVICE**

○ University Retention Committee, <i>University of Lynchburg</i>	<i>October '24-Present</i>
○ University Budget Committee, <i>University of Lynchburg</i>	<i>July '22- July '24</i>
○ President's Advisory Council, <i>University of Lynchburg</i>	<i>July '22-July '24</i>
○ University Collegiate Recovery Group Grant, <i>University of Lynchburg</i>	<i>May '22-July '24</i>
○ University Data Collaborative Committee, <i>University of Lynchburg</i>	<i>May '22-July '24</i>
○ Assistant Director for Staff Engagement Search Committee, <i>University of Lynchburg</i>	<i>May '22-July '22</i>
○ Assistant Director for Housing Operations Search Committee, <i>University of Lynchburg</i>	<i>May '22-July '22</i>
○ Area Coordinator Search Committee, <i>University of Lynchburg</i>	<i>May '22-July '22</i>
○ University HEART Project, <i>University of Lynchburg</i>	<i>April '22-July '24</i>
○ University Readmission Committee, <i>University of Lynchburg</i>	<i>September '21-Present</i>
○ University Academic Suspension Committee, <i>University of Lynchburg</i>	<i>September '21-Present</i>
○ University Leadership Pillar Task Force, <i>University of Lynchburg</i>	<i>September '21-July '24</i>
○ University Strategic Planning Team, <i>University of Lynchburg</i>	<i>September '21-May '22</i>
○ University Staff Advisory Committee (SAC), <i>University of Lynchburg</i>	<i>August '21-Present</i>
▪ Vice Chair ( <i>September '21-June '22</i> )	
▪ Coordinate University staff ongoing training, Coordinate University staff performance recognition, Serve on University's Strategic Planning Team, Fill in for Chair in their absence	
▪ Chair ( <i>July '22-July '24</i> )	
▪ Build strong relationships and networks throughout campus to advocate for the needs of University staff, Assist and represent University staff through budget discussions and adjustments impacting the whole institution, Meet bi-weekly with University President, Meet weekly with Strategic Budget Group, Meet weekly with President's Executive Council in the Fall '22, Facilitate monthly SAC team meetings, Facilitate monthly University All-Staff meetings, Support SAC members in recognition efforts, Support SAC members in resolving Faculty/Staff Parking Appeals	
○ Chief of Campus Security Search Committee, <i>University of Lynchburg</i>	<i>July '21-August '21</i>
○ University Student Success Team, <i>University of Lynchburg</i>	<i>September '20-May '22</i>
○ President's Advisory Council, <i>University of Lynchburg</i>	<i>September '18-May '19</i>
○ Assistant Director of Student Involvement Search Committee, Chair, <i>University of Lynchburg</i>	<i>April '18-July '18</i>
○ Student Development Professional Development Committee, <i>University of Lynchburg</i>	<i>September '17-May '22</i>
▪ Committee Chair ( <i>September '18-September '20</i> )	
○ University Interpersonal Misconduct Planning Committee, <i>Lynchburg College</i>	<i>February '17-August '18</i>
○ University Eccles Leadership Summit Planning Committee, <i>Lynchburg College</i>	<i>February '17-August '17</i>
○ University of Florida Interpersonal Violence Prevention Committee, <i>University of Florida</i>	<i>September '13-December '16</i>
○ Males Acquiring Leadership Experiences Program Committee, Chair, <i>University of Florida</i>	<i>June '13-December '16</i>
○ Dean of Students Office Student Conduct Committee, <i>University of Florida</i>	<i>January '12-February '13</i>
○ Division of Student Affairs Protest Team, <i>University of Florida</i>	<i>January '11-December '16</i>
○ Residential and Commuter Life Housing Appeals Committee, <i>Longwood University</i>	<i>September '09-July '10</i>
○ Division of Student Affairs University Standards Committee, <i>Longwood University</i>	<i>September '07-July '10</i>

## **SELECTED TRAININGS AND CERTIFICATIONS**

○ Inclusive and Ethical Leadership Certificate, <i>University of South Florida</i>	<i>December '21</i>
○ Employee Modules for Inclusive Excellence, LinkedIn Learning, <i>University of Lynchburg</i>	<i>September '21</i>
○ National Coalition Building Institute, <i>University of Lynchburg</i>	<i>July '21</i>
○ Diversity, Equity, and Inclusion in the Workplace Certificate, <i>University of South Florida</i>	<i>June '21</i>
○ StepUp Facilitator Training, <i>University of Lynchburg</i>	<i>September '20</i>

- ASCA Gehring Academy Responding to Campus Events track graduate, *University of Florida* July '16
- ASCA Gehring Academy Aspiring Director track graduate, *University of Florida* July '16
- Community Conferencing Facilitator Workshop, *University of Florida* December '14
- Pepper Hamilton LLP Title IX Training, *University of Florida* September '14
- State of Florida Mediation Training, *University of Florida* January '14
- ASCA Gehring Academy Foundations track graduate, *University of Florida* July '13
- National Housing Training Institute graduate, *University of Florida* June '11
- Regional Entry Level Institute graduate, *Longwood University* June '07

### **SELECTED PANELS, PRESENTATIONS, and PUBLICATIONS**

- **“What Comes After Director...and How Do You Get There?”** Panel, ASCA Annual Conference, Portland, OR, January 2023
- **National Society of Leadership and Success Induction Keynote**, University of Lynchburg Chapter, Lynchburg, VA, November 2022
- **Sigma Nu LEAD Program facilitator**, University of Lynchburg Chapter, Lynchburg, VA, April 2022
- **“Breaking Through the Concrete: Fixed v. Growth Mindset,”** University’s Leadership Academy, Lynchburg, VA, April 2022
- **“Navigating Academic Integrity and COVID”** Panel, International Center for Academic Integrity Regional Conference, February 2021
- **“Developing Your Leadership Philosophy,”** Student Development Graduate Assistant Training, Lynchburg, VA, August 2021
- **“Managing Conflict and Accountability,”** Student Development Graduate Assistant Training, Lynchburg, VA, August 2020
- **“Using a Class to Change Students into Seasoned Conduct Committee Members,”** ASCA Annual Conference, Jacksonville, FL, February 2017
- **“Using Paraprofessional Staff in Student Conduct Offices,”** ASCA Annual Conference, Jacksonville, FL, February 2017
- **“Males Acquiring Leadership Experiences,”** ASCA Annual Conference, St. Pete Beach, FL, February 2015
- **“A Quest for New Horizons: Using Strengths in Reflection and Restoration,”** ASCA Annual Conference, St. Pete Beach, FL, February 2014
- **“Training Housing Officers as Hearing Officers,”** ASCA Annual Conference, St. Pete Beach, FL, February 2014

### **SELECTED HONORS and AWARDS**

- Housing and Residence Life Cornerstone Award, *University of Lynchburg* May '23
- National Society of Leadership and Success Impact Leader Award, *University of Lynchburg* May '22
- Alpha Alpha Alpha Member, *University of Lynchburg* March '20
- ASCA Dr. Felice Dublon Award of Excellence, *University of Florida* February '15
- James Scott Fellowship Recipient, *University of Florida* September '14
- SAACURH Region Faculty/Staff of the Month Winner, *University of Florida* April '12
- Department of Housing Director’s Cup Trophy, *University of Florida* January '12
- SAACURH Region Faculty/Staff of the Month Winner, *University of Florida* April '11
- SAACURH Region Faculty/Staff of the Month Winner, *University of Florida* December '10
- Outstanding Student Organization Advisor Award, *Longwood University* April '10
- VACUHO Service Excellence Award, *Longwood University* November '08
- CHI Commendation, *Longwood University* May '07
- Chi Sigma Alpha Honor Society, *Virginia Tech* May '06
- N. Laurence Robertson Emerging Professional Award, *Virginia Tech* May '06
- Alpha Chi Honor Society, *Ferrum College* May '01
- Phi Alpha Theta History Honor Society, *Ferrum College* May '04
- Pi Sigma Alpha Political Science Honor Society, *Ferrum College* May '04
- Eagle Scout *June '96*

### **PROFESSIONAL and ORGANIZATIONAL AFFILIATIONS**

- National Association of Student Personnel Administrators (NASPA) 2022-Present
- Association for Student Conduct Administration (ASCA) 2012-Present

### **SELECTED VOLUNTEER OPPORTUNITIES**

- Timberlake United Methodist Church Sunday School Teacher *November '22-Present*
- Campbell County Youth Basketball Coach *October '22-Present*
- Timberlake Youth Sports Little League Baseball Coach *March '22-Present*
- ASCA Academic Integrity Community of Practice, Co-Chair, *University of Lynchburg* *May '21-April '24*
- Timberlake United Methodist Church Staff Parish Relations Committee *January '21-Present*
- Ferrum College Alumni Board *August '20-Present*
- ASCA Men in Student Conduct Community of Practice, *University of Florida* *February '14-August '16*
- ASCA State of Florida Leadership Team, *University of Florida* *February '14-December '16*