

# Donald (Donny) W. Edwards, CEFP

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## Education

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**M.S., Higher Education Administration (Emphasis in Student Affairs Administration)** **May 2004**

- Texas A&M University – College Station, TX

**B.A., Biology, cum laude** **May 2001**

- Southwestern University – Georgetown, TX

## Certifications

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**Certified Educational Facilities Professional (CEFP) Credential** **March 2018**

- APPA – Leadership in Educational Facilities

**Certificate in Occupancy Management** **March 2014**

- ACUHO-I – Association for College and University Housing Officers - International

## Professional Experience

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**Director of Facilities Operations** **June 2021-present**

**Interim Director of HRL Facilities Operations** **November 2019-June 2021**

Housing and Residence Life (HRL), University of North Carolina at Charlotte

*UNC Charlotte is a public research university in Charlotte, North Carolina with a total enrollment of over 33,000 students. The residential population includes just over 6,200 residents living in 30 buildings.*

- Provide leadership to the HRL Facilities department, a unit which employs over 70 full-time staff, up to 90 student employees, and up to 10 temporary staff and handles Maintenance, Building Environmental Services, Projects, Supplies/ Inventory, and Guest/Conference Services for Housing and Residence Life
- Maintain and operate 15 residential communities encompassing 2.3 million square feet of housing space
- Directly supervise 5 full-time staff, including two Associate Directors, Inventory Control Officer, Lockshop Supervisor and an administrative associate
- Manage a budget in excess of \$10 million comprised of maintenance and housekeeping supplies, maintenance and operations, utilities, projects, furniture and temporary/student staff wages
- Lead departmental efforts for all capital projects, including 4 new construction and 9 renovation projects, multiple roofing projects, and a full HVAC replacement
- Partner with Environmental Health and Safety and Facilities Management to ensure residence halls meet all applicable fire safety and building codes
- Partner with Facilities Management in areas such as Fire Systems, Elevators, Electrical, HVAC/Plumbing, and Grounds
- Serve on call to ensure that facility emergencies after hours and on weekends are managed as needed

**Associate Director for Facilities Planning** **August 2014-June 2021**

*(Title was Assistant Director from August 2014-January 2018)*

Housing and Residence Life, University of North Carolina at Charlotte

September 2019-June 2021

*Following reorganization, continued responsibility for all items listed below, as well as the following:*

- Oversaw all maintenance operations and project-related work for the department
- Directly supervised two Assistant Directors and indirectly supervised 4 shop supervisors, 26 maintenance staff, and up to 60 student maintenance assistants
- Liaised with FM partners in areas such as Fire Alarms/Sprinklers, Elevators, Electrical, and Grounds
- Assisted with leadership of the departmental response to COVID, including coordinating removal, storage, and retrieval of student belongings, building preparation, isolation and quarantine housing, and surge testing
- Participated on several COVID-related Incident Management Team committees, including Space, Engineering and Air Systems, Quarantine and Isolation Housing, and Cleaning/Disinfecting

August 2014-September 2019

- Directly supervised Projects Supervisor and oversaw projects staff consisting of 2 full-time employees and 5-10

student employees

- Represented Housing and Residence Life throughout all aspects of HRL capital projects (new buildings and major renovations ranging from \$10 million - \$50 million) including designer/contractor selection, building design, construction, opening, and warranty.
- Oversaw all informal/summer renovations and special projects (such as new flooring, paint, and furniture) with an annual budget of approximately \$2 million.
- Managed all residence hall, apartment, staff office and professional staff apartment furniture purchases with an annual budget of \$1.3 million
- Drafted numerous bid documents and RFPs for building projects and purchases, such as the annual painting contract
- Served in a supervisor on-call rotation responsible for all facility concerns after hours and on weekends

**University Committee Assignments**

- Campus Scooter Safety, 2025-present
- Campus Accessibility Advisory Committee, 2019-present
- UNC Charlotte Incident Management Team, 2019-present
- Associate Vice Chancellor for Student Affairs Search Committee, 2019-2020
- Director of Housing Administration and Assessment Search Committee, 2019
- Director of Engineering Search Committee, 2018
- Asbestos Review Committee, 2018-present
- Safety Committee, Bicycle and Vehicle Sub-committee, 2017-2018
- Transportation Plan Working Group, 2019
- Campus Evacuation Workshop Planning Committee, 2017

**Associate Director for Residence Life**

**July 2008-August 2014**

Residence Life Office, Davidson College

*Davidson College is a private, liberal arts college in Davidson, North Carolina. Davidson had an enrollment of about 1,700 students, with a residential population of 1,620 living in 20 buildings.*

**Housing Operations and Facilities**

- Coordinated and led residence hall and apartment construction and renovation projects
- Handled all residence hall, apartment, and professional staff apartment furniture purchases
- Managed Patterson Court (Greek) House facilities, coordinating with organization leadership, advisors, and professional staff on maintenance / repairs, cleaning, access, and projects
- Managed residence hall master keys, capture boxes, and Residence Life Office keys
- Provided leadership for the first-year student pairing and placement process

**Residential Education**

- Recruited, selected, trained, and supervised three live-in, Master's-level, Area Coordinators responsible for 74 student staff
- Led student staff selection, training, and evaluation processes
- Managed summer housing process for around 100 students
- Assisted with management of department incident report and conduct processes

**University Committee Assignments**

- Campus Sustainability Committee
- Staff representative on Campus Master Planning Committee
- Staff Liaison to the Campus and Facilities Planning Trustee Committee
- Residence Hall Design Committee for the design of a new 250 bed residence hall
- Alcohol Policy Review Committee
- Alcohol Culture Review Committee

**Residence Life Coordinator**

**July 2005 – June 2008**

Department of Residential Life and Housing, Colorado College

- Supervised five student Resident Assistants and a full-time Desk Coordinator and the daily operations of five upper-class student apartment buildings
- Served as primary conduct officer for apartment residents and assisted with conduct in other areas of campus, including off-campus students

**Admissions Counseling Advisor II**

***May 2004 - July 2005***

Office of Admissions and Records, Texas A&M University

- Advised prospective high school and transfer students on the admissions process
- Presented to groups of high school students and their parents and created and coordinated Aggie VIP (Very Important Prospect) programs

**Graduate Hall Director**

***August 2002 – May 2004***

Department of Residence Life, Texas A&M University

**Residence Life Coordinator**

***July 2001 – June 2002***

Office of Residence Life, Southwestern University

**Affiliations, Leadership & Presentations**

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- ACUHO-I / APPA Housing Facilities Conference, 2010-2026
  - Conference Chair, 2019
  - Conference Chair-elect, 2018
  - Programming Chair, 2017
  - Programming Chair-elect, 2016
  - Programming Committee, 2014-2018, 2022-2026
  - Presenter, 2014, 2015, 2019, 2024, 2025
- APPA Leadership Academy, 2020-2025
  - Four-part series focusing on leadership in educational facilities management
- APPA Institute for Facilities Management, 2015-2018
  - Four-part series covering topics of Planning, Design and Construction, Maintenance and Operations, Utilities, and General Administration and Management
- Association of Inter Mountain Housing Officers, 2005-2006
  - Program Committee Member, 2006
  - Presenter: "Colorado College's Language Houses", 2006
- Southwest Association of College and University Housing Officers, 2003-2004
- TMA Conference, 2015
- National Association of Student Personnel Administrators, 2004 – 2014
  - Program Reviewer, 2010
- Associated Colleges of the South, 2008-2014
  - Represented Davidson College at Residence Life Director's Meetings
- Intersect: Leadership and Diversity Conference, 2011
- NASPA Law and Policy Conference, 2007
- Southern Association for College Student Affairs, 2002