

LISA GALVIN

Administrative Assistant to the Dean
UK College of Nursing

Education

2000 UK Leadership Development Institute
1997 Lexington Community and Technical College
1984-1985 Brevard Community College, Cocoa, FL
1983 Lafayette High School, Lexington, KY

Experience

1998-Present **Executive Administrative Assistant to CON Deans, Dr. Carolyn Williams, Dr. Jane Kirschling, Dr. Pat Howard and current Dean, Dr. Janie Heath, UK College of Nursing, 315 CON Bldg, 751 Rose Street, Lexington, KY**
Manage all calendar and scheduling needs for the Dean. Assist with administrative duties and management of executive level correspondence including faculty and staff appointments, performance evaluation, promotion and tenure, budget reports, and regulatory reports for academic programming, research, and clinical practice. Assist with student related correspondence including admission, progression, and suspension affairs. Work with other administrators and executive staff to provide up-to-date information to our new and current faculty and staff. Coordinate the Dean's extensive travel schedule. Coordinate College, Statewide, and National Nursing Executive Meetings for Deans/Chairs of Nursing in support of the Dean's affiliations/leadership positions with Associations, Councils, Societies and Coalitions to further the University of Kentucky College of Nursing's education, practice, and research interests/collaborations. Coordination of meetings and communication such as, but not limited to, CON Deans Council, CON Fall/Spring Faculty and Staff Retreats, Kentucky Nurses Action Coalition Board Meetings, Kentucky Nurses Action Coalition General Membership Meetings, Kentucky Governor's Task Force on the Nursing Workforce, American Association of Colleges of Nursing (AACN) Program Committee, AACN Grassroots Committee (Coordinating Washington, DC Legislative visits to Kentucky Legislators), AACN Governmental Affairs Committee, AACN Doctoral Education Conference Planning Committee, AACN Competency-Based Approach to Leadership Development and Resilience for Student Nurses Committee, American Nurses Association (ANA the umbrella Association of KNA and KNF) Kentucky Nurses Association(KNA) Board of Directors, Kentucky Nurses Foundation (KNF) Advisory Board of Directors Member for Addressing Stigma in Mental Health and Nursing, American Thoracic Society Policy and Health Committee, American Academy of Nursing (AAN) Institute for Nursing Leadership planning committee, American Association of Critical Care Nurses (AACN) of Directors, Friends of the National Institute of Nursing Research (FNINR), FNINR Board of Directors, Kentucky Coalition of Nurse Practitioners and Nurse Midwives, Nurses on Boards Coalition, National Organization of Nurse Practitioner Faculty (NONPF), Society of Nicotine and Tobacco, Society of Critical Care Medicine, Southern Nursing Research Society (SNRS). Manage all travel needs for the Dean. Assist with contact/visits with Alumni and Donors and potential donors.

1995-1998 **Assistant to Associate Dean for Graduate Studies, UK College of Nursing, 315 CON Bldg, 751 Rose Street, Lexington, KY**
Managed phone, directed visitors to appropriate office, assisted Associate Dean for Graduate Studies with various office duties and coordination of the Graduate Program. Coordinated the CON class schedule for all graduate program classes.

1985-1994 **Administrative Assistant to Sports Programs at UK Athletic Association, Memorial Coliseum, Lexington, KY**
Assisted the Head Men's and Women's Golf Coach, Men's and Women's Track Coach, Women's Volleyball Coach, Men's and Women's Soccer Coach and Men's and Women's Tennis Coach with daily coordination and support for each athletic sports team. Coordinated Golf Tournaments, track and field tournaments and tennis tournaments. Coordinated with coaches and assistant coaches extensive

travel and recruiting schedules as well as coordination of yearly competition schedules and PR opportunities in coordination with UK PR office.

Supervisory Roll

1998-Present Supervision of CON Staff - Administrative Support Associate I and STEPS employee
1998-Present Supervision of Student Workers
1998-Present Supervision of CON Archives and destruction process

Training

2021 Microsoft Teams Training
2020 College Wide Mindfulness training
2018 Participated in College Wide Supervisor Training for Scoring of Reporting Staff Evaluations
2017 QPR Training
2016 Unconscious Bias Training
2015 Active Shooter Training
2014 Cisco Phone Training and trained CON Faculty and Staff on use of the Cisco Phone System
2010 Active Shooter Training
2009 University and College Wide Diversity and Inclusivity Training
2000 UK Leadership Institute
1994 Microsoft Word, Excel, PowerPoint, Publisher

Awards

2022 CON – The Dean’s PUMA Award for Deanship Shepherding Excellence
2022 Presented the Dean’s American Association of Colleges of Nursing – Outstanding Advocate of the Year Award for coordinating Governmental Affairs meetings with Kentucky legislators in Washington DC
2018 CON Employee of the Year
2003 CON Employee of the Year
2000 UK Leadership Institute
1997 CON Gloe Bertram Award for High Integrity