

DEPARTMENT OF THE SECRETARY STAFF

Ann Lemmon is the Secretary of the University of North Carolina. In this role she provides support to the UNC Board of Governors, and works with the Boards of Trustees of the constituent institutions of the University. Ms. Lemmon previously was an Associate Vice President for Human Resources at UNC General Administration, serving as a resource to the HR Directors on the 17 constituent institutions, and an interface to the North Carolina Office of State Personnel. Prior to joining UNC, Ms. Lemmon spent 15 years in Human Resource consulting, with PricewaterhouseCoopers, Accenture, and Hewitt Associates. She began her career in Human Resources working for Weyerhaeuser Company and The Mead Corporation.

Ms. Lemmon earned a BA and an MBA from the University of North Carolina at Chapel Hill.

Sue Carpenter is the Assistant Secretary for Policy and Records Management, and is responsible for managing logistical aspects of the UNC Board of Governors meetings and activities; responding to internal and external requests; supervising staff and performing special projects and other duties as requested. In addition, Ms. Carpenter is responsible for managing the UNC Board of Governor's Policy Manual. She coordinates the process for creating and revising policy; provides guidance and coordination in the policy process; catalogs the current policies; manages the University policy web pages and links; and communicates new and revised policy changes to the University community in a timely manner.

Ms. Carpenter joined UNC General Administration in the Academic Affairs Division in 1997. Ms. Carpenter graduated from West Liberty University with the B.S. in Business Administration.

Dawn Harris is the Special Events Coordinator and Administrative Support, for the Office of the Secretary. Ms. Harris reports to the Secretary of the University and provides support in preparation for all Board of Governors meetings, managing the production of the electronic Board Book through the BoardVantage on-line application, and preparing meeting material content for posting on the public website. Additionally she provides office support to the Office of the Secretary, and assists with Board of Governors logistics. In addition Ms. Long facilitates the Special Events at the President's Residence.

Ms. Harris joined UNC General Administration in Office of the Secretary in 2007. Ms. Harris is pursuing her degree at Wake Technical Community College in Business Administration and Human Resource Management.

Debbie Robertson is Program Coordinator and an Administrative Support Associate. She provides administrative support/coordination for various reports and databases related to campus Boards of Trustees. She also provides programmatic and administrative support for Chancellor searches. Ms. Robertson serves as back up to staff in Office of the Secretary for meeting logistics and special events.

Ms. Robertson joined UNC General Administration in in 2008. She graduated from the University of North Carolina at Greensboro with a B.S. in home Economics.

Kathy Schoenhut is the Receptionist for the Spangler Center at General Administration. Ms. Schoenhut's primary responsibility is to answer phones, meet and greet visitors, and schedule the conference rooms. She is responsible for preparing the Board of Governors' travel expenses for submission to Accounting.

Ms. Schoenhut previously worked at IBM Corporate Headquarters, and ran her own temporary staffing business.

DEPARTMENT OF LEGAL AFFAIRS STAFF

Tom Shanahan currently is Vice President and Chief Legal Counsel for the University with responsibility for the supervision, management, and direction of the office of Legal Affairs. He provides advice and counsel to the President, the Board of Governors, and members of the senior staff with regard to all legal and policy issues affecting the University. Before joining the University, Mr. Shanahan spent 10 years with the U.S. Department of Labor where his legal background included trial litigation and legal advice concerning employee benefits law, defensive labor and employment matters, ethics, and administrative law. While at the Labor Department, Mr. Shanahan worked in legal and management positions in the Office of the Solicitor, the Employee Benefits Security Administration, the Wage and Hour Division, and the Employment and Training Administration.

Mr. Shanahan received his law degree from the University of Georgia School of Law and his bachelor's degree from Cornell University.

Karin Szypszak serves as paralegal for the Office of Legal Affairs, providing substantive legal assistance to the Vice President and General Counsel and others lawyers in the office. Ms. Szypszak works closely with the Office of the Secretary in the management of the UNC Board of Governor's Policy Manual, working on creating and revising policy; providing guidance and coordination in the policy process; and tracking the current policies.

Before joining the University in 2006, Ms. Szypszak worked as a paralegal for the City Solicitor in Concord, New Hampshire. Ms. Szypszak received her bachelor's degree from the University of Southern California and her paralegal certificate from the University of New Hampshire.