

**Diana A. Peña - Vice President for Finance and Administrative Services**

South Texas College, P.O. Box 9701, McAllen, TX 78502-9701

**EDUCATION**

1973            Master of Education in Counseling & Guidance  
University of Texas Pan American, Edinburg, Texas

1970            Bachelor of Science in Business Education  
University of Houston, Houston, Texas

**PROFESSIONAL EXPERIENCE**

**1998- Present    Vice President for Finance and Administrative Services, South Texas College**

Provides leadership to the finance and administrative services division, including comptroller, directors, and staff. Is responsible for maintaining sound fiscal management, making effective purchasing decisions, overseeing planning and construction activities, security, physical plant operations, food services, risk management, and human resources activities. Works with president and other vice presidents in planning and implementing budget, staffing, enrollment management, institutional effectiveness, and other pertinent activities/projects.

**1993-1998        Assistant Superintendent for Business and Operations, Rio Grande City CISD**

Provided leadership and directed all business services and operations functions of the district which included budgeting, accounting, payroll, risk management, purchasing, facility construction and planning, maintenance and operations, transportation, food services, data processing, PEIMS, health services, textbooks, security, and tax office services.

**1979-1993        Director of Planning, Evaluation, Guidance, PEIMS, Rio Grande City CISD**

Coordinated the guidance, assessment, and evaluation components for the district, the implementation of the Public Education Information Management System, and the data collection for the Texas Education Agency including student, staff, budget, actual financial, attendance, and course completion.

**1974-1979        Counselor – Special Education, Rio Grande City CISD**

1970-1974 Teacher—Business, Rio Grande City High School, Rio Grande City CISD

**CERTIFICATIONS**

1986            Professional Superintendent's  
University of Texas Pan American, Edinburg, Texas

1984            Professional Mid-Management Administrator  
University of Texas Pan American, Edinburg, Texas

**PROFESSIONAL AFFILIATIONS**

Texas Association of Community College Business Officers, Member  
National Association of College and University Business Officers, Member  
Community College Business Officers, Member  
Government Finance Officers Association, Member  
National Association of College and University Auxiliary Services