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May 5, 2016

**House of Representatives**  
State of South Carolina

Governor Nikki Haley  
Attention: Ms. Katie Philpot, Boards & Commissions  
Office of the Governor  
1205 Pendleton Street  
Columbia, SC 29201

Re: Recommendation of Ms. Kay M. Coleman of Newberry County  
for Appointment to a Statewide Board or Commission

Dear Governor Haley and Ms. Philpot:

I recommend Ms. Kay M. Coleman for appointment to a Board or Commission. She retired from the Division of Human Resources at the University of South Carolina after twenty-five years of dedicated and distinguished service. For a time, she served USC as the Human Resources Interim Employment Manager. A copy of a recent bio-sketch of Ms. Coleman is enclosed.

Ms. Coleman would be a strong asset to a statewide Board or Commission. She has extensive managerial and administrative experience acquired through service with the state and in private industry. She worked for AT&T/Southern Bell for almost eight years and was a public school teacher in Newberry County for two years.

Ms. Coleman graduated from Benedict College with a B.A. degree in Education. She has taken computer courses at USC; and has completed graduate courses at South Carolina State University.

She was recently reappointed by the Supreme Court of South Carolina to the South Carolina Commission on Lawyer Conduct for a two-year term expiring on December 31, 2017. It appears to me that being a Member of this Commission does not constitute an Office for honor or profit under Article VI, Section 3 of the State Constitution; and therefore, Ms. Coleman is eligible for appointment to a statewide Board or Commission. Also, Ms. Coleman is a former member of the Richland/Lexington Special Needs and Disabilities Board.

I recommend and strongly urge that Kay M. Coleman be given favorable consideration and that she be appointed to a statewide Board or Commission. Thank you.

Yours truly,

Walton J. McLeod  
State Representative

Enclosure

**KAY M. COLEMAN**

115 Washington Street

Prosperity, South Carolina 29127

Home Phone: 803-429-5035

Work Phone: 803-777-9491

**Qualifications**

Solid managerial and administrative experience in state government and private industry . Knowledge in federal, state and local regulations concerning hiring procedures. Experience in recruitment, training, selection, employee relations, benefits, compensation and classification. Knowledge in word processing, Microsoft Office including Word, Excel and Windows. Extensive experience in on-line application process and position description. Superlative communication and team-building skills.

**Employment History**

Retired

Human Resources/Interim Employment Manager, University of South Carolina, Columbia, South Carolina; October 1988 to December 2013

Manager, AT&T, Columbia, South Carolina; January 1981 to September 1988

Training Manager and Employment Representative, Southern Bell, Columbia, South Carolina; January 1981 to December 1983

Teacher, Newberry County Public School System, Newberry, South Carolina; August 1978 to December 1980

**Education**

Benedict College, Columbia, South Carolina

Bachelor of Arts in Education

University of South Carolina, Columbia, South Carolina

Computer Courses

South Carolina State University, Orangeburg, South Carolina

Graduate Courses



**COMMUNITY/CIVIC**

**ACTIVITIES:**

South Carolina State Employees  
Association, SC Commission on Lawyer  
Conduct and Discipline and former member  
of the following: Richland/Lexington  
Special Needs and Disabilities Board,  
Richland County Appearance  
Commission, Midlands Advisory Board  
Prevent Child Abuse and Neglect, and  
Volunteer-John P. Thomas Elementary  
School.