

ANTHONY S. H. CATONE

SUMMARY

- Experienced Attorney / General Counsel for large and complex State Agency
- Executive Management / Organizational Leadership experience
- Certified Risk Manager

EXPERIENCE

General Counsel and Director, Office of General Counsel
South Carolina Department of Social Services State Office
Columbia, SC

Sept. 2015-Current

- General counsel and risk management across enterprise spectrum of large and complex state agency with statewide scope, multiple locations and multifaceted program delivery with federal and state oversight; advise and represent State in complex legal matters.
- Advising State Director and Deputy Directors of major divisions and units; Coordinate with Governor's Office and Office of Attorney General.
- Successfully advocated for instigation of State Personnel Classification for Paralegals.
- Overseeing large-scale statewide litigation operations with over 180 staff.
- Directly build and supervise headquarters team to manage varied and complex legal matters confronting State Agency with a primary litigation operational component as well as corporate legal matters.
- Providing and leading in-house agency counsel on policy matters, contracts, procurement, personnel matters, tort defense, civil rights, Freedom of Information Act, monitoring and writing legislation.
- Retaining, coordinating and managing outside counsel with concomitant relationships with Attorney General's Office, Insurance Reserve Fund Representatives, and Outside Attorneys.
- Briefing legislators on matters involving the Agency's constituents; Addressing Judge's conference on matters involving the Agency.
- Providing counsel in class action civil rights lawsuit brought against the State, the Agency and the Governor by well-funded national organization.

-Executive Management Team
-Agency Ethics Officer
-Child and Vulnerable Adult Fatality Review Committee

Associate Vice President
Public Service Division
Florida Atlantic University, Boca Raton Florida

July 2014-August 2015

- University-wide project development, implementation, integration, and management. Developing policy, procedure, and operational strategies for pre-collegiate programs.
- Providing policy advice and creating collaboration for enhancing and integrating Public Service activities that serve external constituencies with consideration to strategic interest of the University, and that attract and provide basis of collaboration with external stakeholders.
- Crafting and negotiating collaborative relationships with internal and external entities with due regard for strategic interests of University, legal considerations, and risk management principles.
- Advising on and implementing operational and planning strategies for the Division's Business Operations, including budget preparation and implementation and aiding in evaluation of future collaboration and business development endeavors.
- Conceptualized and created FAU Summer Ambassador program, which provided a no-cost recruiting and outreach tool designed to develop out-of-state tuition dollars for University investment.

Committee Responsibilities:

- University Policy and Procedures Committee
- Enrollment Management Oversight Committee
- University Brand Positioning Committee
- Carnegie Foundation Community Engagement Designation Task Force

Associate Executive Director

Youth Learning Institute, Clemson University

2011-2014

- Strategic operational leadership, enterprise risk management, program quality leadership and counsel across enterprise spectrum for multiple programs staffed by up to approximately 300 employees including multiple residential programs and facilities.
- Building a culture of risk-awareness, risk mitigation, internal and external collaboration and service with entrepreneurial spirit and utilizing business judgment.
- Liaison with University's Office of General Counsel and counterparts at public and private collaborating organizations and State Agencies
- Liaison to University-affiliated foundations, including the Clemson University Foundation, Clemson University Real Estate Foundation, Clemson University Land Stewardship Foundation, and Clemson University Research Foundation.
- Regularly present training seminars for Institute employees, other University employees, volunteers, and external organizations.
- Crafted and negotiated agreements, including donor agreements, and agreements between University and affiliated foundations, and overseeing legal and practical aspects of charitable gifts of land, cash, and intellectual property with communication and oversight by Office of General Counsel.

University Administrative Responsibilities

Chief of Operations

Pre-Collegiate Programs Office, Clemson University

2011- 2014

Leading and directing risk management and policy efforts in the creation and institution of a collaborative office between Public Service and Academic divisional units to govern all University operated or affiliated programs designed for individuals under 18. Developing and

promulgating operating standards, policies, procedures for risk management and facilitation of program and revenue growth.

- Policy Advisor to Pre-Collegiate Programs Office Advisory Board made up of four University departmental executives
- Advisory Board and PcPO Liaison to University's office of General Counsel, Risk Management, and Human Resources

Advisor to State 4-H Youth Development Office

Advisor to State Extension Director on matters involving Youth Development/4-H and Pre-Collegiate Programs

Advisor to State Director of Expanded Food and Nutrition Education Program on matters involving legal affairs, human resources, and risk management.

Advisor to Steering Committee charged to evaluate and determine best practices for governing University pre-collegiate programs.

Advisor to Youth Leadership Academy Charter School governing board of directors, Clemson's only affiliated Charter School at that time.

Teaching Responsibilities

Adjunct Faculty Member

Clemson University Dept. of Parks, Rec. and Tourism Mgmt.

2011 – 2017

Clemson University Strom Thurmond Institute

- Legal Aspects of Non-Profit Organizations (MPA Program)
- Risk Management in Non-Profit Organizations (Undergraduate)

Chief Operations Officer

Youth Learning Institute, Clemson University

2009- 2011

Operational management, risk management, and counsel across enterprise spectrum for over 90 programs staffed by up to 250 employees including multiple residential programs and facilities.

Assistant Chief of Operations

Youth Learning Institute, Clemson University

2008- 2009

Assistant counsel for contracts and risk management, staff training.

Attorney / Legal Consultant

2008-2015

Advising select clients regarding litigation, contracts, negotiation, transactional and business matters. Representative clients include a Pediatric General Practice, local transactional attorney, and a fabric sales company. Engaging in ADR and litigation when required.

Attorney, Private Practice (Pope & Bowens, P.A.)

2005- 2008

With law partner, obtained four verdicts or settlements of \$1 million or more in general litigation practice focusing on commercial and tort litigation, along with real estate transactions. Clients included multi-billion dollar and multi-million dollar real estate developers and the SC Dept. of Transportation, individuals and small businesses. Provided legal counsel, advice, and representation. Engaged in litigation from initial interview through discovery and trial to

judgment in both State and Federal Courts. Pursued cases or defended judgments in both State and Federal appellate courts. Managed paralegal and secretarial staff, as well as business affairs of law practice.

Law Clerk/Attorney, Murphy & Grantland, P.A.

2003-2005

AV rated tort defense and insurance coverage litigation firm; represented large multi-national insurance companies and insureds, including some of the largest retailers in the world. Performing complex analysis of insurance coverage and tort claims. Providing written memoranda of law for senior attorneys and for direct filing with State and Federal Courts. Filing motions in State and Federal Courts, engaging in depositions and written discovery, arguing motions in hearings, trying cases and assisting senior attorneys with trials.

Graduate Assistant for Judicial Affairs

University of South Carolina

2002-2003

Student Discipline administration, coordination, and training. Adjudicated judicial cases involving violation of student code of conduct; coordinated the training of, and student-conduct hearings by, the Carolina Student Judicial Council, trained residence life staff and ensured due process in judicial procedure.

Residence Hall Director

University of South Carolina

2000-2002

Engaged in community development and educational programming while managing approximately 350 student residents and approximately 120 rooms in multi-building facility, provided relevant community and educational programming, mediated community conflict, supervised two Community Advisors, enforced university regulations, and adjudicated administrative judicial cases.

Resident Director

Clemson University

1999-2000

Engaged in community development and educational programming while managing approximately 600 student residents in 150-room apartment facility; supervised 17-member staff of Resident Assistants and Desk Assistants, trained residence life staff, mediated community conflict, enforced university regulations and adjudicated administrative judicial cases.

EDUCATION

University of South Carolina Joseph F. Rice School of Law

Juris Doctor

University of South Carolina, Moore School of Business

Concurrent Study in Master of International Business Studies (MIBS) Program

-24 Graduate Credit Hours in Foundations of International Business & Management of the Global Enterprise

MIBS Example Courses:

-Global Strategic Management

-International Finance

-Operations Management

-International Monetary

Policy

-Management Information Systems

-Financial Accounting

-Decision Analysis

-International Marketing

Clemson University

Bachelor of Arts, Political Science

Bachelor of Arts, Modern Languages

CERTIFICATIONS/LICENSES

- *Licensed Attorney-at-Law*, South Carolina Supreme Court

- *Certified Risk Manager*, National Alliance for Insurance Education and Research
- *Board Certified Civil Court Mediator* (certified in 2008, not currently maintained), SC Commission on Alternative Dispute Resolution

COLLEGIATE AWARDS / HONORS

- *Pi Sigma Alpha*, National Political Science Honor Society
- Who's Who among America's Colleges and Universities
- Carolina Student Judicial Council (USC)
- Clemson University Judicial Board
- Head Delegate, Model Organization of American States (Clemson Delegation)