

March 20, 2024

Jimmy Clarke, Ph. D., Chair
Board of Supervisors
University of Louisiana System
1201 North Third Street, Suite 7-300
Baton Rouge, Louisiana 70802

Dear Dr. Clarke,

I am honored that my former colleague Dr. Gary Crosby, President of St. Elizabeth University in Morristown, New Jersey has nominated me for consideration as the eighth president of McNeese State University. As a native of Lake Charles, I am extremely knowledgeable about McNeese and welcome the opportunity to explore the possibilities for the future.

As a son of Calcasieu, I look forward to my visits back to enjoy the company of family and friends. In 1991 I made the difficult decision to move and chart a new path for my life. I could never have envisioned the journey that was awaiting. The people I would meet, the places I would travel, and the experiences I would encounter. That decision to move has resulted in a first-generation college graduate applying to lead this premiere higher education institution.

It would be extremely difficult to capture 33 years of my higher education experience in this document, please indulge me as I give you a snapshot of my career. A career that positioned me to work and learn from legends of higher education leadership. Three of those historic legends led institutions in Louisiana: Dr. Dolores R. Spikes, Southern University System; Norman C. Francis, Xavier University of Louisiana; and Dr. Neari F. Warner, Grambling State University.

I did not have to venture far into the job prospectus to determine if I could make a significant contribution to McNeese State University. One of the essential attributes highlighted is a *committed fundraiser*. Twenty-five years of my higher education career has been dedicated to institutional fundraising. My extroverted personality coupled with a professional fundraising certification has instilled in me the skills and confidence to pursue resources for the benefit of the institution. My entre' into fundraising was not a planned decision, but one out of necessity of the institution. The decision by Dr. Dolores Spikes while President of the University of Maryland Eastern Shore catapulted my career in a new direction. Since that initial assignment I have participated in fundraising campaigns ranging from \$6 million dollars to \$1.1 billion.

My time as a frontline fundraiser in the field is one that I will always value because of the time I spent engaged with the donors. Eventually my fundraising career moved to management positions that required me to manage, train, and support other fundraisers. Rising to the level of institutional advancement vice president and foundation executive director required me to adjust my attention to being a good steward of the unit and the donor funds entrusted to the institution. It was at this point in my career I started to become a *visionary*. I now had to decide how my vision for the advancement unit supports the overall vision of the institution. It was during my fifteen years at Alabama A&M University that I was able to demonstrate this ability. Under my leadership there was remarkable growth in the endowment and additional acquisitions of real

estate to increase the foundations assets. The acquisition of a shopping plaza at 56% of the asking price was the highlight of my *entrepreneurial leadership*. I was then able to sign two national brands to long term lease agreements. The renovations to that specific property led to a rise in the *economic development* of that depressed area of North Huntsville.

“The Board and University are seeking a President who will be *student-centered*.” When I see this phrase in the job description, I understand it to mean I should be prepared to blend into a culture that already exists at McNeese. McNeese is a resilient institution that has withstood the impact of devastating natural disasters. My observations lead me to believe the institution continues to succeed because the faculty, staff, and administrators are committed to a student-centered campus. There was recognition that all students would not return from Laura and Delta or the ongoing implications of COVID prepared to resume their normal study habits or have the same goals and outlook for the future. The University was prepared to meet each student where they were at that moment. Enrollment has continued to decline since the fall of 2020 so obviously there are still needs to be addressed, not only for students but also faculty and staff. There must be a holistic approach to a healthy campus to ensure an effective approach to being student centered.

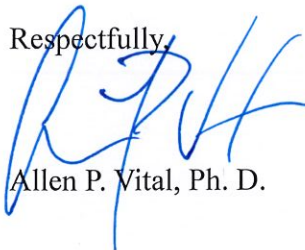
My entire career has been as a *higher education administrator* culminating as a *senior administrator* at multiple institutions across several states. As a senior administrator at the cabinet level I am extremely familiar with the operations of an *academic* unit. My current position as Chief-of-Staff of the Southern University System exposes me to a variety of academic models. The Southern University System consists of two, four-year campuses; 1, two-year campus; a law school; an agriculture, research, and extension campus; and a K-12 campus. *Collaborative management* is essential to balancing the daily activities of all system campuses to ensure continuity.

My path in higher education did not lead me inside of the classroom, but that did not minimize my understanding of the essential job the faculty perform daily. Through a process of *shared governance*, I am currently engaged with the Southern University Baton Rouge campus in updating the faculty handbook. This document is critical to protecting the integrity of the faculty and ensuring the administration agrees with the delivery of the curriculum, and the tenure and promotion process. My expectation of the faculty would not be any different than for the rest of the university that we have clear and *transparent communications*. I have served and currently serve as a mentor to members of the faculty and staff who desire to elevate their careers to an administrative position. I have a commitment to *empowering others* and witnessing their ascension to higher professional levels.

I would have to say the easiest requirement of this job description for me would be *community relations*. I moved away 33 years ago, but I never left the community. It is the community where I attended Fairview Elementary School, Oak Park, Jr. High School, and LaGrange High School. It is the community where I attended St. Henry’s Catholic Church. It is the community where I volunteered with Big Brothers/Big Sisters and the Calcasieu Women’s Shelter. It is the community where I lived out my childhood dream of becoming a police officer. IT’S MY COMMUNITY.

As an ACE Fellow the resounding message was do not apply for a job unless it is a Fit. I feel confident in my ability to meet the job requirements outlined by the Board and University. I welcome the opportunity for us to engage in further discussions regarding the position as President of McNeese State University.

Respectfully,

A handwritten signature in blue ink, appearing to read 'APV', is written over the word 'Respectfully'.

Allen P. Vital, Ph. D.

Curriculum Vitae

Allen P. Vital

PROFILE

High energy, initiative-taking professional with a diverse background in higher education leadership. Excellent communication skills to easily establish rapport; influence and foster relationships with committees, boards of directors, community leaders and grassroots organizations. Motivated and possess a proven history of directing and training a productive, professional team to achieve optimal results. Projects a positive demeanor and delivers consistently strong results through expertise in:

- Organizational Planning
- Crisis Management
- Non-Profit Management
- Budget Management
- Public and Media Relations
- Event Management and Execution
- Personnel Management, Evaluation and Training
- Strategic Planning
- Agency Collaboration/Partnering
- Program Evaluation and Assessment
- Executive Leadership
- Board Management
- Policy Development/Implementation

EDUCATION

DOCTOR OF PHILOSOPHY - 2017

URBAN HIGHER EDUCATION

Dissertation Topic: Perceptions of Campus Constituent Groups on Efforts of State Legislatures Attempting to Pass Concealed Carry Laws for College Campuses
Jackson State University
Jackson, Mississippi

MASTER OF EDUCATION - 2001

COMMUNITY COUNSELING

Thesis Topic: The Effects of PTSD on Non-Military Victims
American Psychological Association Accredited Program
University of Maryland Eastern Shore
Princess Anne, Maryland

BACHELOR OF ARTS – 1994

HISTORY

Southern University
Baton Rouge, Louisiana

ADDITIONAL EDUCATION AND TRAINING

FELLOWSHIPS

AMERICAN COUNCIL ON EDUCATION 2022 - 2023

Fellow

West Liberty University – West Liberty, West Virginia

St. Elizabeth University – Morristown, New Jersey

EDMUND S. MUSKIE GRADUATE FELLOWSHIP 2012 – 2013

Bureau of Educational and Cultural Affairs

Mentor/Advisor Exchange (MAX)

Mentor Fellow

United States Department of State - Washington, DC

CERTIFICATIONS

CERTIFIED FUND-RAISING MANAGER – 2000

Lilly Family School of Philanthropy

Indiana University - Indianapolis, Indiana

CERTIFIED LEGAL ASSISTANT - 1997

PARALEGAL STUDIES

American Bar Association Accredited Program

Louisiana State University - Baton Rouge, Louisiana

CERTIFIED LAW ENFORCEMENT OFFICER, POLICE OFFICERS STANDARDS AND TRAINING- 1989

Calcasieu Regional Law Enforcement Training Academy - Lake Charles, Louisiana

LEADERSHIP TRAINING

EXECUTIVE LEADERSHIP - 2018

INSTITUTE FOR EDUCATION MANAGEMENT

Harvard University

Graduate School of Education - Cambridge, Massachusetts

EXECUTIVE LEADERSHIP - 2017

WILLIAM S. HARVEY LEADERSHIP INSTITUTE

Hampton University - Hampton, Virginia

PROFESSIONAL TRAINING

CITIZENS ACADEMY - 2019

FEDERAL BUREAU OF INVESTIGATION

Eight Week Citizen Education and Advocacy Training Program

Huntsville, Alabama

PROFESSIONAL EXPERIENCE

SOUTHERN UNIVERSITY SYSTEM

BATON ROUGE, LOUISIANA

CHIEF OF STAFF

OFFICE OF THE PRESIDENT

AUGUST 2022 – PRESENT

The chief of staff reports directly to the President and serve as a member of the executive cabinet. Serve in the capacity of key advisor tasked with analyzing complex issues and problem-solving. Provides counsel and advice on the day-to-day operations to maximize efficiency and effectiveness across the 13,000 plus student System. Maintains keen judgement, diplomacy, and understanding of System issues to support the president in decisions. Strictly employs confidentiality, to provide the president sound advice on sensitive matters to ensure informed decisions. Manages the President’s calendar ensuring effective and impactful use of time.

KEY RESPONSIBILITIES

- Directs daily financial and administrative operations of the Office of the President.
- Prepare all cabinet agendas and facilitate meetings in the absence of the President.
- Oversees the process for all System financial transactions, review expenditures and requests for exceptions requiring presidential approval.
- Assist in coordinating the System legislative priorities request: annual budget, capital outlay, and deferred maintenance.
- Represent the President and the System in various governmental, civic, community, and professional organizations at the local, state, and national level.
- Liaison between the Southern University System President and the Chancellors of Southern University Baton Rouge; Southern University New Orleans; Southern University Shreveport; Southern University Law Center; and Southern University Agriculture Research and Extension Center to ensure continuity across the System.
- Collaborate with Communications, Legal, and other pertinent departments in addressing issues and subject matters in ways that sometimes requires sensitivity, discretion, good judgement, and negotiation skills.
- Provide support to the President in crisis management, oversee special projects, and facilitate new and innovative initiatives in support of the Southern University System.

ACCOMPLISHMENTS

- Successfully chaired event to Honor Medal of Honor Recipient Colonel Paris Davis.
- Coordinated and executed the inaugural President Circle – gathering of corporate leaders brainstorming on issues of interns, scholarship, and academic enhancements.
- Testified before Louisiana Senate Committee on Finance to maintain a specific dedicated funding line.
- Testified before Louisiana Senate Committee on Women and Children regarding campus safety.
- Served on HR 174 Taskforce: Academic and Vocational Educational Programs within Prisons and Jails in Louisiana.

ALABAMA A&M UNIVERSITY

HUNTSVILLE, ALABAMA

2007 - 2022

VICE PRESIDENT (INTERIM)

OFFICE OF MARKETING, COMMUNICATIONS, AND ADVANCEMENT

August 2021 – July 2022

A member of the President’s cabinet and responsible for identifying, cultivating, and maintaining external relationships with alumni, corporations, foundations, civic organizations, media, and community stakeholders. Supervised the operations for the offices of Development, Marketing, Public Relations, Alumni Affairs, Telecommunications, print services, and campus mail.

KEY RESPONSIBILITIES

- Provide counsel to the president and the cabinet regarding advancement matters in developing institutional goals and fulfilling accreditation criteria.
- Allocate multi-million-dollar departmental budget to affiliated divisions.
- Supervise and evaluate division directors.
- Maintain constant engagement with the alumni and community.
- Coordinate all internal and external fundraising, marketing, and communication initiatives.
- Engaged Board of Trustees, Foundation Board, and local, state, and federal legislators to ensure they are informed of university initiatives and goals.
- Manage all current fundraising, marketing, and communication activities, ensuring they are evaluated to determine if they should be enhanced or eliminated.
- Maintain department policy and procedures to ensure they meet industry standards.
- Designated university spokesperson.

ACCOMPLISHMENTS

- Continued annual fund growth with an additional 2% increase from previous year.
- Increased donor pledge fulfillment by 10%.
- Co-Chaired the transition team of the Alabama A&M University 12th President.

EXECUTIVE DIRECTOR

University Foundation

November 2007 – July 2022

Under the direction of the Foundation Board of Directors the Executive Director manages and distributes private gifts in accordance with established policies and donor bequest. The Executive Director identifies and engages endowment managers; retains legal counsel; a professional audit firm and supervises the Foundation, Inc. and Foundation, LLC staff.

KEY RESPONSIBILITIES

- Chief-Executive Officer of the University Foundation with assets of more than \$90 million dollars.
- Met regularly with external endowment portfolio managers to monitor investment strategy and fees.

- Lead the reconstitution of the Foundation Board of Directors in 2011.
- Conducted foundation full board and sub-committee meetings.
- Recommend and administered endowment fund management policy.
- Supervised eight employees of the foundation staff.
- Managed the compliance of \$30 million in Foundation, LLC revenue bonds.
- Coordinate meetings of the Educational Trust Fund Board of Directors.
- Manage all Foundation, LLC properties totaling \$32,500,000.
- Manage the annual distribution of over \$5 million in endowed scholarship.
- Coordinate all annual audits for the Foundation, Inc., Foundation, LLC, and Trust for Educational Excellence.
- Coordinated logistics for the Board of Trustees and Foundation Board related to the annual Magic City Classic.
- Coordinated logistics for the annual Recruitment and Engagement Tour across Alabama.

ACCOMPLISHMENTS

- Fifteen years of unqualified financial audits for all three entities (Inc., LLC, and Trust).
- Increased foundation endowed funds from \$33 million to \$55 million over 15 years.
- Increased foundation annual scholarship awards from \$500,000 to \$3,500,000.
- Established the Hope for Tomorrow Fund to assist students and their families who have been affected by natural disasters.
- Increased the foundation real estate holdings by \$2,500,000.
- Co-Chaired the investiture of the 11th President of Alabama A&M University (2009).
- Co-Chaired Committee honoring the retiring 11th President of Alabama A&M University (2021) raising \$500,000 additional endowed funds.

FOUNDING EMERGENCY PREPAREDNESS DIRECTOR

Office of the President

February 2010 – June 2011

This position reported directly to the president and was created due to a fatal mass shooting at a sister institution less than 8 miles away. The Director of Emergency Preparedness was responsible for evaluating the campus readiness for the potential of human devastation, natural disaster, or other unforeseen emergencies impacting the campus. The result would be a comprehensive document outlining the roles and responsibilities for all campus constituents and external responders.

KEY RESPONSIBILITIES

- Created an Office of Emergency Preparedness following a fatal school shooting at the University of Alabama in Huntsville.
- Established policy and procedures for campus protocol in times of emergencies impacting the campus or the surrounding community.
- Coordinated services with local social services and non-profits and emergency preparedness office.
- The procedures were enhanced to address the global pandemic.

- This was a temporary appointment and the duties have been assigned to the Director of Public Safety.

ACCOMPLISHMENTS

- Newly implemented plans proved effective in the mist of the February 2011 hurricanes that struck Alabama killing 250 people. The campus was closed for a week.
- Initiated the creation of the Disaster Relief Fund at the University Foundation to assist students and their families.

VICE PRESIDENT

Office of Institutional Advancement
November 2007 – September 2011

Chief Fund-Raising Officer and a member of the President’s cabinet. Supervise the operations of the Office of Corporate and Foundation Relations, Office of Prospect Research, Office of Advancement Services, Office of Alumni Affairs, Office of Public Relations and Marketing, and Office of Telecommunications (WJAB Radio and WJAB Television).

KEY RESPONSIBILITIES

- Trained deans and vice presidents basic fund-raising skills and techniques.
- Recommend and administer fund raising policy.
- Allocate and monitor advancement budgets.
- Hire, supervise and evaluate advancement staff.
- Manage campaigns and identify, cultivated, and solicited donors.
- Leverage the university’s uniqueness and strengths to prospective donors.
- Pursued planned and major gifts for the university.
- Establish a rapport with local media outlets for balanced coverage of the university.
- Create new initiatives for campaign solicitations.
- Manage the annual signature fundraising event.
- Provide regular fundraising progress reports to the Alabama A&M University Board of Trustees.
- Supervised Institutional Advancement publications: *Intercom*-alumni magazine and *Hot Jazz and Cool Blues* – music publication of WJAB radio.
- Supervise programming for WJAB radio (100,000-watt FM) and WJAB Television.
- Coordinated the development and distribution of the university annual report.

ACCOMPLISHMENTS

- Spearheaded the campus efforts to provide aid following the devastating earthquake in Haiti in 2009.
- Created the Boeing Lecture Series in the College of Engineering.
- Increased annual Black Tie Scholarship Gala revenue from \$100,000 to over \$300,000.
- Revitalized a nonfunctioning alum giving program that was achieving less than 1% in 2007 and exceeded 19% by 2022.
- Provided senior advancement leadership for AAMU’s first capital campaign that raised \$27.3 million, which exceeded the initial goal of \$16.25 million.

XAVIER UNIVERSITY OF LOUISIANA

NEW ORLEANS, LOUISIANA

2004 - 2007

ASSISTANT VICE PRESIDENT FOR RESOURCE DEVELOPMENT

Office of Resource Development and Sponsored Programs

January 2006 – October 2007

Reported to the Senior Vice President for Resource Development. Identified grant opportunities for faculty, disseminated criteria and deadlines. Followed up with faculty in the submission process. Monitored funding expenditures and compliance through periodic meetings with the grant accountants.

KEY RESPONSIBILITIES

- Assist faculty in the development of federal grant proposals.
- Assist in development of budgets for institutional grant proposals.
- Disseminate funding opportunities to faculty and staff.
- Train faculty and staff on proposal writing and submission.
- Track faculty research interests and activities.
- Interpret the policies and procedures of governmental funding agencies related to grants.
- Worked with the Office of Inspector General to review funded grant procedure compliance.
- Serve as liaison to funding agency program officers.
- Represent the university at White House Initiatives on HBCU's Clusters.
- Coordinate the submission of Title III quarterly reports.
- Coordinate Title III phase I and II data reporting.
- Coordinate Title III five-year grant resubmission proposal.
- Coordinate Title III Cost Share Reporting.
- Coordinate Title III Annual External Evaluation.
- Compile and submit Title III Annual Performance Report.
- Coordinate and facilitate Title III Steering Committee and Activity Directors Meetings.
- Develop and disseminate Title III Policy Manual.
- Ensure Compliance of the Title III Administrative Procedure Manual.

ACCOMPLISHMENTS

- Successfully reestablished all relationships with grant funders and gained extensions and waivers on research activities impacted by hurricane Katrina.
- Coordinated residential housing with FEMA following hurricane Katrina to facilitate critical personnel return to work.
- Coordinated technology acquisitions with FEMA at satellite offices in Baton Rouge following hurricane Katrina.

DIRECTOR OF MAJOR GIFTS

Office of Institutional Advancement

May 2004 – December 2006

Contributed to the overall fund-raising strategy of the university as one member of a 26-member advancement team. The department was supervised by the Vice President for Advancement with the Director of Major Gifts reporting to the Assistant Vice President for Development. Collaborated with other unit directors to ensure the mission of the university was being achieved through comprehensive fund raising.

KEY RESPONSIBILITIES

- Solicit major gifts in support of the \$150 million Beyond Boundaries Capital Campaign.
- Identification, cultivation, and solicitation of gifts of \$10,000 and above.
- Identify, cultivate, and solicit planned gifts, including but not limited to bequest, annuities, and trust.
- Manage a portfolio of 100 – 150 prospects.
- Conducted presentations related to major gifts, planned gifts, and comprehensive university fund raising.
- Implement prospect management and solicitation plans.
- Exceeded annual and campaign fundraising goals by 12% in the initial year 17% by second year.
- Develop strategies with other fundraising units (Corporations and Foundation, Planned Giving).
- Develop strategies with faculty, staff, and alumni for achieving major gift goals.
- Recruit, train, and manage volunteers for assistance in major gift activities.
- Provide reports and analysis on major gift activities and projections through fundraising software.

ACCOMPLISHMENTS

- Spearheaded outreach to major gift donors in Metro New Orleans following hurricane Katrina to extend assistance.
- Developed and executed a training program for junior level fundraising professionals to ensure a seasoned staff of professionals.
- Acquired non-cash gifts in the forms of artwork and real estate that could be converted into cash.

BATON ROUGE COMMUNITY COLLEGE

BATON ROUGE, LOUISIANA

2003 – 2004

In its sixth year of existence, Baton Rouge Community College was establishing its presence as an institution. Critical to its existence was the implementation of units that could enhance its efforts in workforce development. Key to that effort was the establishment of a Foundation for the acceptance of private contributions. Additionally, there was an opportunity to seek State and Federal grant opportunities which lead to the creation of the Office of External Relations. As

graduation classes increase the establishment of an alumni organization would prove valuable to future internship and career opportunities.

EXECUTIVE DIRECTOR

Foundation

March 2003 – April 2004

KEY RESPONSIBILITIES

- Identify, cultivate, and solicit restricted and unrestricted major and endowed gifts.
- Managed the monthly subcommittee and annual foundation board meetings.
- Developed fundraising marketing and development plans.
- Established and administered the annual fund campaign.
- Develop an annual and signature fundraising event.
- Recruited corporate sponsors for college events.
- Established relationships with business and individuals through a monthly chancellor's breakfast.
- Managed all aspects of gift acknowledgements and stewardship.
- Coordinate annual foundation audit data collection.
- Board cultivation and solicitation.

ACCOMPLISHMENTS

- Created policies and procedures for advancement services for the processing and management of gifts.
- Conducted workshops and lectures on fundraising.

DIRECTOR OF ALUMNI AFFAIR

Office of Alumni Affairs

March 2003 – April 2004

KEY RESPONSIBILITIES

- Conduct strategic one-on-one meetings with select alums.
- Schedule opportunities for alumni to be engaged with the campus.
- Coordinate election of Alumni Officers.
- Develop a revenue stream for the association.

ACCOMPLISHMENTS

- Launched an alumni association.
- Guided the alumni in the development of a constitution and bylaws.
- Created policies and procedures.
- Initiated membership drives.

DIRECTOR OF EXTERNAL RESOURCES

Office of External Resources

March 2003 – 2004

KEY RESPONSIBILITIES

- Identified local, state, and federal opportunities.
- Assist faculty and staff in preparation of grant proposals.
- Monitored grants received by the college for compliance.
- Prepared comprehensive grant proposals for the college, such as Title III, TRIO, FIPSE, COPS, NSF, NIH, DHHS, DOD, Louisiana Board of Regents, et. al.
- Prepared and submitted annual grant reports.
- Attend pre-proposal meetings for national grants.
- Researched grant opportunities through numerous databases.
- Created policies and procedures.
- Conducted workshops and lectures on grant funding and preparation.

ACCOMPLISHMENTS

- Created a pathway for faculty and staff to pursue State and Federal grant funding opportunities.

ALCORN STATE UNIVERSITY

LORMAN, MISSISSIPPI

2002 - 2003

Originally hired as the Director of Development within three months assumed the additional duties of Executive Director of the University Foundation reporting directly to the President as a member of the executive cabinet. Assumed the position as chief fundraiser for a unique campus in rural Mississippi.

EXECUTIVE DIRECTOR

Foundation

July 2002 – March 2003

KEY RESPONSIBILITIES

- Managed \$11 million endowment fund through regular meetings with investment managers.
- Identified and resolved problems in a timely manner and synthesized complex issues.
- Managed the quarterly and annual foundation board meetings.
- Supervised the office personnel.
- Board cultivation and solicitation.
- Implemented strategies to improve and promote quality, demonstrate accuracy and thoroughness.
- Coordinated annual foundation audit.
- Organized and managed committees and volunteers.
- Supervised operations of the donor database system (Banner).

ACCOMPLISHMENTS

- Collaborated with the Tom Joyner Foundation to a scholarship gala, netting \$175,000.
- Developed a case statement for support.
- Developed public relations and marketing pieces.

DIRECTOR OF DEVELOPMENT

Office of Institutional Advancement

July 2002 – March 2003

KEY RESPONSIBILITIES

- Managed the annual fund campaign.
- Produced the annual report of giving.
- Solicit corporate sponsors for annual gala and golf tournament.
- Identified, cultivated, and solicited local and regional prospective donors for major, planned, and endowed gifts.
- Maintained the development website.
- Managed Title III grant for budgeted funds for advancement staff.
- Managed all aspects of Direct Mail Campaigns.
- Managed all aspects of gift acknowledgement and stewardship.
- Completed compliance report for Title III Endowment Enhancement Program.
- Developed public relations and marketing pieces.

ACCOMPLISHMENTS

- Developed young alumni programs to cultivate future solicitation.

UNIVERSITY OF MARYLAND EASTERN SHORE

PRINCESS ANNE, MARYLAND

1997 - 2002

Reporting directly to the Vice President for Administration from 1997 to 1999 afforded the opportunity to utilizing multiple learned skills. Years in law enforcement allowed for a quick assessment and implementation of strategies to upgrade the campus law enforcement unit. Training as a community counselor and paralegal proved invaluable as an administrative hearing officer for the office of Human Resources. In 1999 the shifting of responsibilities to institutional advancement and alumni affairs resulted in learning and developing a new skill set. This new challenge was complimented by a president with foresight to create an opportunity to learn and gain a certification in fundraising management.

DIRECTOR OF DEVELOPMENT

Office of Advancement

May 1999 – June 2002

KEY RESPONSIBILITIES

- Identified, cultivated, and solicited donors through successful fundraising efforts.
- Assisted in increasing endowment fund from \$4 million to \$8.7 million.

- Administered the spendable income allocations from the endowments.
- Assumed an inactive Capital Campaign; hired and trained staff, developed strategies, wrote proposals to secure donations.
- Managed all aspects of gift acknowledgment and stewardship.
- Coordinated Student Ambassadors Program.
- Tracked donor contribution; maintained donor and alumni database (BSR system).
- Managed Title III grant for budget fund for Advancement Staff.
- Completed compliance report for Title III Endowment Enhancement Program.
- Represented the University regarding policy, procedures, compliance, and report issues at the University of Maryland Foundation, Incorporated, The University System of Maryland Office of Advancement and the Board of Regents Committee on External Relations meeting.
- Maintained the development website.
- Coordinated Parents Association fundraising program.
- Implemented an annual Phone-A-Thon program.

ACCOMPLISHMENTS

- Achieved and surpassed a \$6 million capital campaign goal to conclude of a \$10 million goal within two- and one-half years.
- Launched Mardi Gras Gala in 1998 – the only gala event held in surrounding area. Achieved profits of \$30,000 in the initial year; in 1999; achieved \$50,000; and in 2000; \$55,000. All funds raised were allocated for student scholarships.

DIRECTOR OF ALUMNI AFFAIRS

Office of Advancement

May 1999 – June 2002

KEY RESPONSIBILITIES

- Attended and aided at all National Alumni Association meetings.
- Produced alumni magazines and newsletter.
- Maintained alumni website.
- Coordinated activities for alumni homecoming and reunion.

ACCOMPLISHMENTS

- Chartered, re-activated and maintained alumni chapters.
- Increased alumni giving by 700% within one year.

ASSISTANT TO THE VICE PRESIDENT FOR ADMINISTRATIVE AFFAIRS

Office of The Vice President for Administrative Affairs

May 1997 – April 1999

KEY RESPONSIBILITIES

- Served as the Vice Presidents representative on campus and University System of Maryland committees.
- Conducted administrative hearings for Office of Human Resources.
- Formulated departmental policies for division of Administrative Affairs.

- Served on all campus construction committees.
- Supervised the University Police Chief.
- Represented Administrative Affairs on the Campus Crisis Management Committee.
- Served two days a week in the Office of Institutional Advancement assisting with annual fund, database management, prospect research and major gift solicitation. in achievement of the \$10 million campus goal and \$750 million University System of Maryland Capital Campaign goal.

ACCOMPLISHMENTS

- Initiated a remodel of the University Police Department.
- Acquired a new fleet of University Police vehicles.
- Solicited \$250,000 in gifts and pledges from the faculty and staff toward the capital campaign.

SOUTHERN UNIVERSITY

BATON ROUGE, LOUISIANA

1991 - 1997

Initially hired as a patrol officer for the University Police Department, within six weeks reassigned to detective division and assigned to be the detail officer for the Southern University System President. Conducted both positions simultaneously for six years. This position had a dual reporting to the Police Chief and the System President.

DETECTIVE SERGEANT/SPECIAL ASSISTANT TO THE PRESIDENT

University Police Department/Office of the President

September 1991 – April 1997

KEY RESPONSIBILITIES

- Investigated criminal matters ranging from burglary and theft, narcotics, homicide, and white-collar crimes ranging from computer crimes to misappropriation of funds.
- Coordinated sensitive security details for dignitaries and large campus events (football games, festivals, etc.).
- Served as a training officer for rookie officers.
- Coordinated travel logistics for the university system president.
- Coordinated logistics for visiting high profile dignitaries.
- Transported confidential and time sensitive documents between the systems campuses.
- Assisted the system attorney in preparing interrogatories and other legal documents.

ACCOMPLISHMENTS

- Sought and achieved the installation of the police department's first National Crime Information Computer (NCIC).
- Investigation led to homicide conviction.

ADDITIONAL EMPLOYMENT EXPERIENCE – NON-HIGHER EDUCATION

CITY OF LAKE CHARLES

LAKE CHARLES, LOUISIANA

1989 – 1991

PATROL OFFICER • PRIVATE FIRST CLASS

Lake Charles Police Department

September 1989 – January 1991

- Provided patrol services in a city of 80,000. Patrols included neighborhoods, downtown business district and U S Interstate 10 and U S Interstate 210 Bypass.
- Patrols included calls of burglary, theft, robbery, illegal drugs, domestic violence, homicides, traffic violations and vehicular accident investigations.
- Provided first responder services to include first aid and CPR.

PRESENTATIONS AND SPEECHES

SONS AND DAUGHTERS' SPECIAL PROJECTS, INC. (May 2023) Southern University Law Center. Served as a panelist discussing Dr. Michael Crows book *Designing the New American University: The transformation of Arizona State University*. Baton Rouge, Louisiana.

SOUTHERN UNIVERSITY ALUMNI FEDERATION – LAFAYETTE CHAPTER (March 2023) Founders Day Speaker. Lafayette, Louisiana.

SOUTHERN UNIVERSITY ALUMNI FEDERATION – NEW IBERIA CHAPTER (March 2023) Founders Day Speaker. New Iberia, Louisiana.

SOUTHERN UNIVERSITY ALUMNI FEDERATION – WASHINGTON, DC CHAPTER (February 2023) Guest speaker at the 60th Annual Mardi Gras Ball. Alexandria, Virginia.

SOUTHERN UNIVERSITY ALUMNI FEDERATION – HOUSTON CHAPTER (February 2023) Guest speaker at the 46th Annual Mardi Gras Scholarship Gala. Houston, Texas.

LEVERAGING ACCESS TO CAPITAL FOR SMALL BUSINESSES (November 2019) Huntsville/Madison County Chamber of Commerce. SBA Small Businesses. Huntsville, Alabama.

FUNDRAISING – MY PROFESSION (February 2019) MBA Association, College of Business and Public Affairs, Alabama A&M University. Huntsville, Alabama

WHAT IS AN ENDOWMENT AND HOW DOES IT WORK? (June 2016) Alabama A&M University National Alumni Association Conference. Charlotte, North Carolina.

DEFINING THE FUNCTIONS OF THE AAMU FOUNDATION (June 2014) Alabama A&M University National Alumni Association Conference. Houston, Texas.

MUSKIE MAX MENTOR/ADVISOR EXCHANGE PROGRAM (October 2013) 10-day trip to teach fundraising techniques and strategies at Azerbaijan University of Language, Khazar University, Azerbaijan Diplomatic Academy and Ganja State Agrarian University, and a presentation to Muskie Fellows in the cities of Baku, Ganja, and Qusar in the Country of Azerbaijan.

UNIVERSITY OF TRINIDAD AND TOBAGO (April 2013) Behavioral Conference: Understanding the Caribbean through the Lens of Research and Practice.

UNIVERSITY OF THE WEST INDIES – ST. AUGUSTINE CAMPUS – PORT OF SPAIN, TRINIDAD (April 2013) Participated in a symposium conducting an analysis and contrasting of International Higher Education Systems.

THE NEW ALABAMA A&M UNIVERSITY LEADERSHIP: WHO ARE THEY? (MAY 2010) Meeting of the Alabama A&M University Talladega County Alumni Chapter. Talladega, Alabama.

COMPREHENSIVE OVERVIEW: THE OFFICE OF INSTITUTIONAL ADVANCEMENT (August 2009) Board of Trustees Retreat and New President Orientation. Alabama A&M University Board of Trustees Retreat, Huntsville, Alabama.

BLACK DOLLAR/BLACK POWER (May 2008). Black retail spending habits compared to black charitable giving habits. Alabama A&M University Class Reunion Conference, Alabama A&M University, Huntsville, Alabama

SEEKING FUNDING, SUBMITTING PROPOSALS AND MANAGING AWARDS: New Faculty Workshop, (November 2006). How to seek funding opportunities? Xavier University of Louisiana, New Orleans, Louisiana

GIVING BACK THROUGH PLANNED GIVING, (August 2005). How to leave a legacy through estate planning? Xavier University of Louisiana Atlanta Alumni Chapter, Atlanta, Georgia

UNDERSTANDING INSTITUTIONAL ADVANCEMENT AT XAVIER, (August 2005). Explaining the roles of the Institutional Advancement units and how they function together. Xavier University of Louisiana Atlanta Alumni Chapter, Atlanta, Georgia

NATIVE AMERICANS AND XAVIER UNIVERSITY OF LOUISIANA, (July 2005). A historical presentation of the work of Saint Katherine Drexel and the Sisters of the Blessed Sacrament amongst Native Americans and what opportunities now exist for them at Xavier University of Louisiana. Governor's Office of Indian Affairs.

NUTS AND BOLTS OF GRANTS WRITING, (August 2003). How to apply for state and federal grants? Baton Rouge Community College Faculty and Staff Retreat; Baton Rouge Louisiana.

MEDIA PRODUCTION

ANDREW HUGINE, JR. – A LIFETIME OF SERVICE (December 2021) Executive Producer
Retirement video commemorating the presidential legacy of Dr. Andrew Hugine, Jr. 11th
President of Alabama A&M University.

RESEARCH MAGAZINE – EDITOR (2007 – 2022) Biannual philanthropic magazine for the
Alabama A&M University Foundation. Provides human interest stories on donors and scholarship
recipients. Provides options on how to contribute to the University.

HOT JAZZ AND COOL BLUES MAGAZINE – MANAGING EDITOR (2007 – 2011) Monthly magazine
publication of WAJB Radio. Features indebt interviews with jazz and blues artists. High Light
NPR programs and campus and community activities.

INTER-COM MAGAZINE – MANAGING EDITOR (2007 – 2011) Biannual Alumni Magazine.
Featured alumni giving, spotlights, featured stories, giving, and university updates.

ORGANIZATIONS

Alpha Phi Alpha Fraternity, Inc., Life Member
Southern University Alumni Federation, Life Member
ACE Council of Fellows, Member
Leadership Huntsville, Focus Class 23, Member
North Alabama Black Chamber of Commerce, Past Member
Huntsville/Madison Chamber of Commerce, Past Member
Association of Fundraising Professionals (AFP), Member
Council for Advancement in Support of Education (CASE), Professional Member
National Association of HBCU Title III Administrators, Past Member
National Council of University Research Administrators (NCURA), Past Member
National Sponsored Programs Administrator Alliance, Past Member
Center for Resource Development (CRD), Past Member
Louisiana Association of Nonprofit Organizations (LANO), Past Member
American Association of Community Colleges (AACC), Past Member
University System of Maryland Vice President’s for Advancement Council, Past Member
Rotary International, Past Member
Fraternal Order of University Police, Past Member
Phi Alpha Theta Honor Fraternity, Member
Big Brothers/Big Sisters of Southwest Louisiana, Former Big Brother

BOARDS AND COMMITTEES

A&M Agenda (SU/LSU Steering Committee) Current Member
Restore, Reclaim, and Reflect Conference Committee (A&M Agenda Activity) Current Member
House Resolution No. 174 Taskforce, Current Member

St. Kitts and Nevis Academic and Agriculture Committee, Current Member
LePage Center at Tulane University Collaborative Partnership for Entrepreneurship and Innovation Committee, Current Member
Food as Medicine Committee, Current Member
Bayou Classic Committee, Current Member
Southern University System Presidential Investiture Committee, Member
Louisiana Capitol Park Museum HBCU Permanent Exhibition Committee, Current Member
Jaguar Success Academy Planning Committee, Past Member
Southern University System Federal Advisory Committee, Advisor
Postsecondary Education Inclusive Advisory Council, Current Member
Board of Regents HBCU Advisory Council, Proxy Member
Saint John Paul II Catholic High School Board of Trustees, Past Member
Alpha Phi Alpha District of Alabama, Former Area 1 Director
Magic City Classic Committee, Past Member 2008 – 2022
Alabama A&M University 11th President Investiture Committee, Member
Patricia Haley Charities, Past Board Member
Big Brothers/Big Sisters of North Alabama, Past Board Member
Maple Shade Youth and Family Services Board, Vice President, Past Member
Leave A Legacy of the Eastern Shore Advisory Board, Past Member
Community Foundation of the Eastern Shore Advisory Board, Past Member
CASE District IV 2006 Conference Planning Committee, Past Member
CASE District III 2009 Planning Committee, Past Member
Calcasieu Parish Women’s Shelter, Past Volunteer

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