

AGENDA
Eau Claire County
Criminal Justice Collaborating Council
Wednesday, August 19, 2020 at 7:30 a.m.
Virtual Meeting via Webex Events

Dial In: 1-415-655-0001 **Access Code:** 145 264 1517 **please remain muted when not speaking*

For those wishing to make public comment, you must email Samantha Kraegenbrink at samantha.kraegenbrink@co.eau-claire.wi.us at least 30 minutes prior to the start of the meeting. You will be called on during public session.

1. Call Meeting to Order and Confirmation of Meeting Notice
2. Roll Call
3. Public Comment (3-minute limit per person)
4. Approval of Full Council Meeting Minutes – **Discussion/Action**
 - a. June 17, 2020
5. 2021 CJCC Budget Review – **Information/Discussion**
6. 2021 Treatment Courts Budget Review – **Information/Discussion**
7. COVID-19 Updates – **Discussion**
8. High Intensity Drug Trafficking Area Designation: Sheriff Cramer – **Information/Discussion**
9. Treatment Court Update/Presentation: Luke Fedie and Jen Coyne – **Information/Discussion**
10. Nomination/Appointment of citizen member vacancy to the CJCC – **Discussion/Action**
 - a. LaRue Pierce
11. Set Agenda Items for future meetings – **Discussion/Action**
12. Adjourn

Prepared by: Samantha Kraegenbrink

Please note: Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through sign language, interpreters or other auxiliary aids. For additional information or to request the service, contact the County ADA Coordinator at 839-6945 (FAX) 8391669 or (TDD) 8394735 or by writing to the ADA Coordinator, Human Resources Department, Eau Claire County Courthouse, 721 Oxford Ave., Eau Claire, Wisconsin 54703.

MINUTES
Eau Claire County
Criminal Justice Collaborating Council

Wednesday, June 17, 2020 at 7:30 a.m.
Virtual Meeting via Webex Events

Present: Kathryn Schauf, Nick Smiar, Sheriff Ron Cramer, District Attorney Gary King, Susan Schaffer, Laurie Osberg, Mike Felton, Diane Cable, Stephen Nick, Connie Russell, Tim Wavrunek, Dana Smetana, Dr. Justin Patchin, Tiana Glenna, Judge Michael Schumacher

Others: Samantha Kraegenbrink – Administrative Specialist, Dan Bresina, Dana Swanstrom, Aimee Drivas, James Deziel, Luke Fedie, Marsha Schiszik, Elizabeth Giese, Christie Knutson, Jen Coyne

Public: Present

Gary King called the meeting to order at 7:32 a.m. and confirmed meeting notice.

Roll call was taken and is listed above under present. Members of the public were present.

No one wished to make public comment.

Tiana Glenna advised that during the Executive Board meeting, Judge Schumacher was nominated for chair and District Attorney King was nominated as the vice-chair. Sheriff Cramer motioned to approve both nominations, Stephen Nick seconded the motion. All in favor, motion passed, and chair and vice-chair were confirmed.

The council reviewed minutes from February 19, 2020. Kathryn Schauf motioned to approve the minutes are presented. Susan Schaffer seconded the motion. All were in favor; minutes were approved as presented.

Judge Schumacher provided an update on courts operation during the pandemic. Working on a plan that will be sent to the chief judge of the district, once approved, courts can begin following the plan. wicourts.gov provides a list that have submitted their proposals. Anyone coming into the courthouse is required to wear a mask and are directed with social distancing signs. Judge Schumacher also advised what the process is to enter the government center and the courts.

Dan Bresina briefly provided information on the jail procedure with the pandemic and how testing is being done.

Tiana Glenna advised that there is currently not a date or time planned for the Strategic Plan. Tiana also advised a goal was to discuss the by-laws and increasing the membership of the council. Tiana Glenna advised that Connie Russell is the new representative for the Judiciary & Law Enforcement Committee.

Action: Council members should provide nominations prior to the Executive Board meeting for the vacant citizen appointment filling Nancy Robinson's seat.

Tiana Glenna also discussed adding Tim Sullivan (Corporation Counsel) and Elizabeth (Lieske) Giese (Health Department Director) to the Council prior to the strategic planning session. Susan Schaffer motioned to include Corporation Counsel and the Health Department as part of the CJCC; Tim Wavrunek seconded the motion. All were in favor; motion passed to amend the bylaws to include Corporation Counsel and Health Department.

Dan Bresina advised that his last day at Eau Claire County will be September 18, 2020 and will be retiring.

Tiana Glenna discussed the departure of Brenda Goettl. Through discussion with DHS the supervision of the treatment courts will be with Luke Fedie and Jen Coyne with the mental health clinic. Jen Coyne will provide an update/presentation at a future meeting. Gary King shared his concern of lack of legal background within the treatment courts supervision team. Kathryn Schauf suggested a smaller work group to discuss the overall process from a county response perspective.

Agenda items for future meetings:

- COVID updates
- High Intensity Drug Trafficking Area Designation – Sheriff Cramer
- Treatment Court Update/Presentation – Luke Fedie and Jen Coyne
- EDISJ Task Force – Kathryn Schauf

The meeting was adjourned at 8:32 a.m.

Respectfully submitted by,

Samantha Kraegenbrink
Administrative Specialist III – Administration

CRIMINAL JUSTICE COLLABORATING COUNCIL

DEPARTMENT MISSION

The Eau Claire Criminal Justice Collaborating Council (CJCC) was established by county board resolution in September of 2006. The principal mission of the Council is to enhance public safety in Eau Claire County through community collaboration by ensuring offender accountability, providing rehabilitation programs, and supporting the rights and needs of victims. The Council provides coordinated leadership necessary to establish and foster collaboration within the criminal justice system.

The principal mission of the Council is to improve the administration of justice and promote public safety through planning, research, education, and system-wide coordination of criminal justice initiatives.

STRATEGIC DIRECTION AND PRIORITY ISSUES

Provision of services:

- The CJCC will use EBDM principles and state and national guidelines to establish a pretrial monitoring program.
- The CJCC will aid the facilitation with the jail and Department of Human Services in re-designing screening at intake for referral to jail transitions worker
- The CJCC will re-establish the services provided through the Community Service program to fully align with the needs of the clients.

Communication:

- The CJCC will continue to update online reporting and transparency for the community.
- Update web pages for better understanding to our stakeholders and community members

Effective process:

- The CJCC will continue to work with the treatment courts on process and outcomes.
- The CJCC will work with stakeholders and the data analyst to provide more timely and effective interactive data reports for decision making.
- The CJCC will work with stakeholders and the CTC to ensure the outcomes and program requirements for the RAPP program are effective

TRENDS AND ISSUES ON THE HORIZON

Pretrial reform:

- Wisconsin's movement recognizing pretrial reform is necessary, with the goals of Maximizing public safety, Maximizing Court Appearance, and Maximizing release by developing and implementing policy and operational procedures following the legal and evidence-based practices in pretrial release and detention.

Jail Population:

- Understanding the triggers to pretrial detention holds, developing responses to bond violations, and maximizing the number of persons who can be released on supervision pretrial.
- Develop and implement early screening to better target the needs of the clients in the jail and which of the ECC programs would best meet their needs.

Methamphetamine and other drug impacts to the systems:

- Work with the District Attorney to develop and implement the RAPP-DAGP program for Methamphetamine and AODA involved clients who would be better served through this program.

Mental Health:

- CJCC was selected as a Peer Learning Site for the NACo supported Stepping up Initiative. We will continue to work on this initiative to achieve the goals we have set

OPERATIONAL CHANGES – WITH FISCAL IMPACT

1. None

OPERATIONAL CHANGES – WITHOUT FISCAL IMPACT

- DOJ pretrial grant application will continue support for the implementation of the Pretrial program. Funding supports a full-time employee and (new for 2021 and not yet approved through the grant) a .37 LTE. This grant will also fund a new case management system through Avatar.

POTENTIAL RISKS

- Less revenue collected from Community Service surcharges may increase levy needs.
- DOJ grant was due on July 30th. I hope to have a response from the grant within 3-4 weeks. Risk may be the budget will have to be updated to reflect if the budget is not fully approved

Criminal Justice Collaborating Council

Overview of Revenues and Expenditures

Revenues	2019	2020	2020	2021	%	2021	%	2021	%
	Actual	Adjusted Budget	Estimate	Request	Change	Recommended	Change	Adopted	Change
01-Tax Levy	\$841,717	\$868,465	\$838,465	\$857,129	-1%	-	-100%	-	-100%
02-Sales Tax	-	-	-	-	-	-	-	-	-
03-Other Taxes	-	-	-	-	-	-	-	-	-
04-Intergovernment Grants and Aid	\$23,730	\$83,291	\$83,291	\$83,903	1%	-	-100%	-	-100%
05-Intergovernmental Charges for Services	\$117,000	\$117,000	\$117,000	\$117,000	0%	-	-100%	-	-100%
06-Public Charges for Services	\$14,389	\$18,000	\$7,000	\$10,000	-44%	-	-100%	-	-100%
07-Licenses & Permits	-	-	-	-	-	-	-	-	-
08-Fines & Forfeitures	-	-	-	-	-	-	-	-	-
09-Other Revenue	-	-	-	-	-	-	-	-	-
10-Bond Proceeds	-	-	-	-	-	-	-	-	-
11-Fund Balance Applied	-	-	-	-	-	-	-	-	-
12-Fund Transfers	-	-	-	-	-	-	-	-	-
Total Revenues:	\$996,836	\$1,086,756	\$1,045,756	\$1,068,032	-2%	\$0	-100%	\$0	-100%

Expenditures	2019	2020	2020	2021	%	2021	%	2021	%
	Actual	Adjusted Budget	Estimate	Request	Change	Recommended	Change	Adopted	Change
01-Regular Wages	\$210,641	\$282,531	\$282,531	\$282,372	0%	-	-100%	-	-100%
02-OT Wages	\$3	-	-	-	-	-	-	-	-
03-Payroll Benefits	\$87,333	\$121,307	\$122,208	\$95,038	-22%	-	-100%	-	-100%
04-Contracted Services	\$646,210	\$624,980	\$625,075	\$636,822	2%	-	-100%	-	-100%
05-Supplies & Expenses	\$9,239	\$57,937	\$26,546	\$53,800	-7%	-	-100%	-	-100%
06-Building Materials	-	-	-	-	-	-	-	-	-
07-Fixed Charges	-	-	-	-	-	-	-	-	-
08-Debt Service	-	-	-	-	-	-	-	-	-
09-Equipment	-	-	-	-	-	-	-	-	-
10-Other	-	-	-	-	-	-	-	-	-
Total Expenditures:	\$953,426	\$1,086,756	\$1,056,360	\$1,068,032	-2%	\$0	-100%	\$0	-100%

Net Surplus/(Deficit)- Criminal Justice Collaborating Council	\$43,410	\$0	(\$10,604)	\$0		\$0		\$0	
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Revenue Assumptions

	2019	2020	2020	2020	2021	2021	2021		
Revenue Source	Actual	Budget	YTD	Estimate	Request	Recom- mended	Adopted	Assumptions	Confidence Level %
County Tax Levy	841,717	868,465	434,233	838,465	857,129	-	-	Based on salary expectations, CTC contract, RAPP	90%
Cjcc/ Grants	23,730	83,291	12,977	83,291	83,903	-	-	Grant is being approved by DOJ currently	80%
Community Service Fees	14,389	18,000	5,201	7,000	10,000	-	-	collection is based on 2019 collection / impact of covid	80%
Ged Fees	-	-	-	-	-	-	-	program was terminated 2 years ago	0%
Doc - Community Transition Ctr	117,000	117,000	47,250	117,000	117,000	-	-	ongoing intergovernmental agreement	100%
Fund Balance Applied	-	-	-	-	-	-	-	program terminated 2019	0%
TOTAL	\$996,836	\$1,086,756	\$499,660	\$1,045,756	\$1,068,032	\$0	\$0		

Budget Analysis

	2020 Adjusted Budget				Cost to Continue Operations in 2021	2021 Requested Budget
01-Tax Levy	\$868,465	-	-	-	(\$11,336)	\$857,129
02-Sales Tax	-				-	-
03-Other Taxes	-				-	-
04-Intergovernment Grants and Aid	\$83,291				\$612	\$83,903
05-Intergovernmental Charges for Services	\$117,000				-	\$117,000
06-Public Charges for Services	\$18,000				(\$8,000)	\$10,000
07-Licenses & Permits	-				-	-
08-Fines & Forfeitures	-				-	-
09-Other Revenue	-				-	-
10-Bond Proceeds	-				-	-
11-Fund Balance Applied	-				-	-
12-Fund Transfers	-				-	-
Total Revenues	\$1,086,756	-	-	-	(\$18,724)	\$1,068,032

01-Regular Wages	\$282,531				(\$159)	\$282,372
02-OT Wages	-				-	-
03-Payroll Benefits	\$121,307				(\$26,269)	\$95,038
04-Contracted Services	\$624,980				\$11,842	\$636,822
05-Supplies & Expenses	\$57,937				(\$4,137)	\$53,800
06-Building Materials	-				-	-
07-Fixed Charges	-				-	-
08-Debt Service	-				-	-
09-Equipment	-				-	-
10-Other	-				-	-
Total Expenditures	\$1,086,756	-	-	-	(\$18,724)	\$1,068,032

Criminal Justice Collaborating Council Revenues

Acct code	Description	2019	2020	2020	2020	2021	2021	2021	Inactivate Account?	Assumptions	Confidence level %
		Actual	Budget	YTD	Estimate	Request	Recommended	Adopted			
411	COUNTY TAX LEVY	841,717	868,465	434,233	838,465	857,129		0		Based on salary expectations, CTC contract, RAPP	90%
435	CICC/ GRANTS	23,730	83,291	12,977	83,291	83,903		0		Grant is being approved by DOJ currently	80%
461	COMMUNITY SERVICE FEES	14,389	18,000	5,201	7,000	10,000		0		collection is based on 2019 collection / impact of covid	80%
461	GED FEES	-	-	-	0	0		0	YES	program was terminated 2 years ago	
473	DOC - COMMUNITY TRANSITION CTR	117,000	117,000	47,250	117,000	117,000		0		ongoing intergovernmental agreement	100%
493	FUND BALANCE APPLIED	-	-	-	0	0		0	YES	program terminated 2019	
		996,836	1,086,756	499,660	1,045,756	1,068,032		0			

Criminal Justice Collaborating Council Expenditures

06/26/20 02:28 PM

Budget2021

Account Number	Obj code	Description	2019 Actual	2020 Budget	2020 YTD	2020 Estimate	2021 Request	2021 Recommended	2021 Adopted	Inactivate Account?
20-100-18-52735-111-000	111	CJCC/ SALARY PERM - REGULAR	210,641	282,531	113,096	282,531	282,372	0	0	
20-100-18-52735-112-000	112	CJCC / SAL PERM OT	3	-	-	0	0	0	0	
20-100-18-52735-136-000	136	CJCC/PTO-ELB LUMP SUM	12,341	-	-	0	0	0	0	
20-100-18-52735-150-000	150	CJCC/HEALTH INS INCENTIVE	600	-	900	900	1,800	0	0	
20-100-18-52735-151-000	151	CJCC/ SOCIAL SECURITY	15,434	21,614	8,234	21,614	21,602	0	0	
20-100-18-52735-152-000	152	CJCC/ RETIREMENT EMPLOYER	12,431	17,113	7,103	17,113	16,646	0	0	
20-100-18-52735-153-000	153	CJCC/ER HSA CONTRIBUTIONS	-	7,000	700	7,000	4,000	0	0	
20-100-18-52735-154-000	154	CJCC/ HEALTH INSURANCE	46,511	75,498	22,404	75,498	50,971	0	0	
20-100-18-52735-155-000	155	CJCC/ LIFE INSURANCE	15	83	13	83	19	0	0	
20-100-18-52735-200-000	200	CJCC/ GED EDUCATION	15,000	-	-	0	0	0	0	YES
20-100-18-52735-219-000	219	COMMUNITY TRANSITION CTR	624,000	624,000	260,000	624,000	624,000	0	0	
20-100-18-52735-225-000	225	CJCC/ TELEPHONE	960	980	300	980	560	0	0	
20-100-18-52735-226-000	226	CJCC/CELLULAR PHONE	-	-	95	95	420	0	0	
20-100-18-52735-290-050	290	DOJ PRETRIAL GRANT EXP	6,250	-	-	0	11,842	0	0	
20-100-18-52735-310-000	310	CJCC/ OFFICE SUPPLIES	1,654	1,500	300	1,000	1,500	0	0	
20-100-18-52735-311-000	311	CJCC/ POSTAGE	183	220	53	200	200	0	0	
20-100-18-52735-313-000	313	CJCC/ PRINTING & DUPLICATING	953	300	132	200	300	0	0	
20-100-18-52735-320-000	320	CJCC/ REFERENCE MATERIALS	-	-	-	0	0	0	0	
20-100-18-52735-324-000	324	CJCC/ MEMBERSHIP DUES	-	-	-	0	0	0	0	
20-100-18-52735-330-000	330	CJCC/ TRAVEL - REGULAR	1,465	2,700	146	146	2,700	0	0	
20-100-18-52735-340-000	340	CJCC/ TRAVEL - TRAINING & CONF	3,301	4,922	-	0	3,100	0	0	
20-100-18-52735-390-000	390	CJCC/ OTHER SUPPLIES & EXPENSE	1,684	48,295	11,062	25,000	46,000	0	0	
20-100-18-52735-813-000	813	CJCC/ OFFICE EQUIPMENT	-	-	-	0	0	0	0	
TOTAL			953,426	1,086,756	424,539	1,056,360	1,068,032	0	0	

LaRue A. Pierce

larueapierce@gmail.com * (937) 824-0373

SUMMARY OF QUALIFICATIONS

- Twenty-one years of professional experience in student affairs administration
- History of successful program development and administration
- Strong budgeting, management, and administrative skills
- Delivery of academic counseling and individual mentoring services
- Proven knowledge of federal privacy act and campus judicial processes
- Demonstrated effective recruiting strategies
- Strong advocate of Equity, Diversity, and Inclusion
- Trained restorative practice facilitator and mediator
- Strong understanding of HEOA, FERPA, HIPAA, Clery Act, SaVE Act, VAWA, Title IX, Section 504, and the ADA.

PROFESSIONAL EXPERIENCE

University of Wisconsin-Eau Claire, Eau Claire, WI

The University of Wisconsin-Eau Claire is four-year public university with an enrollment of 11,000 students. UW-Eau Claire is one of the top ten public universities in the Midwest and provides a transformational learning experience and prepares its students for a successful career. UW-Eau Claire, empowers its students to explore worlds unknown, take the path less traveled and to reach their full potential.

Dean of Students

2019-present

Responsible for promoting student success, access, and development across the university, coordinates the administration of student conduct procedures, and serves as a Deputy Title IX Coordinator. Reporting to the Vice Chancellor for Equity, Diversity, Inclusion and Student Affairs (EDISA) and directly supervising the Center for Awareness of Sexual Assault (CASA), Counseling Services, Student Health Services, the Assistant Dean of Students, the Student Assistance Coordinator, Dean of Students Office Program Manager, National Student Exchange and Student Senate.

Springfield Technical Community College, Springfield, MA

Springfield Technical Community College is an open admission community college with an enrollment of 7,713 students. As the only technical community college in Massachusetts, a Hispanic Serving Institution and Achieving the Dream Leader College. STCC offers 100 degrees and certificate programs.

Assistant Vice President/Dean of Students

2017-2019

Dean of Student Affairs

2015-2017

Responsible for promoting a holistic student-centered campus environment that supports the development of all students. Provides leadership and development of professional staff and student services including Springfield Adult Learning Center/ABE/ESOL, Information Center, Athletics, Fitness Center, Disability Services, Center for Access Services/Thrive Center, Multicultural Affairs, Student Activities, TRIO/Student Support Services, and Veterans' Affairs. Responsible for student conduct administration and is the referral point for all student non-academic and academic complaints and grievances.

Administrative Functions

- Serve as the Division of Student Affairs lead administrator in the absence of the Vice President of Student Affairs.
- Serve as the lead College-Wide administrator in the absence of the President and Vice Presidents
- Chair of the Threat Assessment Team (2015-2018).
- Chair of the Behavioral Intervention Team (2018-present).
- Chair of CARE Team
- Member of President's Cabinet
- Develop information sessions to inform students and faculty on code of conduct and Judicial Procedures that focuses on standards of student behavior in and outside the classroom and the judicial process.
- Serves as the Chief Judicial Officer and is responsible for the administration of the Student Code of Conduct and all Student Grievance Procedures
- Utilize process improvement strategies to advance student affairs departments, expand department visibility, and provide on-going department/program assessment.
- Provide guidance to student affairs and other student services departments designed to support the academic persistence and retention of students
- Ensure current students and potential students are provided with information on student rights and responsibilities and all resources available.
- Meet with internal and external stakeholders regarding issues of concerns or program questions.
- Work closely with Student Affairs Departments and the Business Office to ensure accuracy and completeness of budget spending and records.
- Responsible for the development and revision of the Student Handbook, Student Planner and Student Code of Conduct.

Diversity Initiatives

- Developed programs to comply with SaVE Act and VAWA mandates.
- Collaborated with the Campus Police, Human Resource and health Services in the submission of a Violence Against Women grant. Was subsequently awarded a 3-Year, \$300,000 grant from the Office of Violence Against Women (OVW).
- Work with the Diversity Council in planning campus-wide cultural and diversity programs and events.
- Facilitate programming that provides opportunities for students to be exposed to diversity through education and community participation. Collaborate with other departments/divisions on campus to develop diversity programs.
- Serve as a member of the Hispanic Serving Institution (HSI), planning committee.

- Worked with Coordinator of Disability Services to develop a series of brown bag workshops for faculty and staff.

Academic Support

- Chair of the Student Success Council (a multi-discipline council consisted of 40+ faculty and staff)
- Designed a process for New Student Orientation that involves collaboration with other departments such as Financial Aid and Enrollment Services to educate and provide new students with resources, knowledge of faculty and divisions of the college.
- Collaborated with the Academic Deans to develop retention programs for first year students such as meet and greets, educating students on divisions and fostering relationships between faculty and student to assist students persists and complete
- Work with campus and community groups, to plan and initiate events that heighten the awareness of multicultural and diversity concerns.

Sinclair Community College, Dayton, OH

Sinclair Community College, is an open admission transfer institution. With a system wide enrollment of 32,000 students, Sinclair is among the largest community colleges in America. Sinclair offers over 220 programs, including specialized and technical areas of study at 5 locations.

Director of Student Affairs

2013-2015

Responsible for providing vision and leadership to multiple student service departments (Disability Services, Career Services, Student and Community Engagement, Multicultural Services, Judicial Affairs, the Center for Student Success, Student Ombudsman, Student Support Services (TRIO), Tutorial Services and Veteran Service). Responsible for setting priorities, determining evaluation measures for analysis, reporting and continuous improvement. Served as the Chief Judicial Affairs Officer and chaired several college-wide initiatives and committees including the Behavior Intervention Team.

Administrative Functions

- Served as the Chief Judicial Officer
- Convened Behavior Intervention Team Briefing
- Adjudicated violations of Code of Conduct
- Served on College wide Committees
- Chaired the Strategic Plan Retention Committee
- Member of the Emergency Management Team
- Managed and Supervised the Office of Student Affairs

Diversity Initiatives

- Provided strategic support in the coordination of Early Intervention procedures for African American students.
- Tracked data on minority student success and designed initiatives to influence minority student success in collaboration with campus and community partners.
- Developed, implemented, coordinated and evaluated completion and retention strategies for minority students.

Academic Support

- Provided strategic support in the coordination of the Early Alert program to ensure maximum effectiveness of the program's activities and to enhance the program to aid in student retention.

- Collaborated with key departments and programs across campus and in the community that support enrollment and retention strategies.
- Based on selected criteria, worked with new degree and certificate seeking “at-risk” students prior to matriculation to assist them in making a smooth transition into college, through certificate/degree completion. Successful students who meet the milestones on their action plan were transitioned to their program academic advisors and other programs as determined.
- Provided strategic support in the coordination of the daily operations of the Tutorial Services Department including activities involved in student requests for tutoring.

Vincennes University, Vincennes, IN

Vincennes University, is an open admission comprehensive residential university with a system wide enrollment of 18, 897 students. Offering 165 associate degree and certificate programs, and 6 bachelor's degree programs in technology, homeland security, nursing, secondary education programs in mathematics and science, and special education/elementary education at 5 locations.

**Associate Dean of Students
Coordinator of Judicial Affairs**

2009-2013

Served as hearing officer for violations of the Standards of Student Behavior and academic appeals due to drops for non-attendance. Facilitated, disseminated, interpreted and enforced the Standards of Student Behavior. Established and maintained liaison and collaborative relationships with internal and external offices. Supported student development through individual counseling and advocate support with focus on academic, social and personal development. Facilitated informational sessions at new student orientation and organized activities at commencement ceremonies. Managed all aspects of minority scholarship program.

Administrative Functions

- Served as the Coordinator for Judicial Affairs
- Investigated and adjudicated Title IX cases
- Convened Student Behavior Committee and Student Behavior Briefing
- Adjudicated Standards of Student Behavior and Academic hearings
- Served on Academic Standards Committee
- Member of the Strategic Plan Retention Committee
- Member of the Emergency Management Team
- Developed and implemented retention and outreach initiatives (Academic Standards Intervention-ASI)

Diversity Initiatives

- Coordinated Early Intervention procedures for African American Students.
- Met with students, parents, faculty and staff regarding judicial and non-judicial concerns
- Advise Black Male Initiative (BMI), Today’s Black Women (TBW) Black Student Association (BSA), NAACP-Student Chapter, and Anime Club
- Advised and coordinated scholarship programs for under-represented students and African American students
- Assisted Admissions and Academic Departments with Minority Recruitment and Outreach

Academic Support

- Coordinated procedures for the University attendance policy
- Served as hearing officer for appeals due to drops for non-attendance
- Developed and implemented retention and outreach initiatives (Academic Standards Intervention-ASI)
- Coordinated Early Intervention procedures for African American Students.

St. Olaf College, Northfield, MN

St. Olaf College is a private academically rigorous four-year residential college of the Lutheran tradition (ELCA), with an enrollment of 3,040 students. Committed to the liberal arts and incorporating a global perspective, St. Olaf fosters the development of the whole person in mind, body, and spirit.

Associate Dean of Students

2000-2009

Director, Academic Support Center

Coordinator of Judicial Affairs

Served as the Dean for the sophomore class and Director of the Academic Support Center, with administrative oversight of Math Labs, Writing Place, ESL, Tutoring, and Disability Services. Provided support and assistance to students, faculty and staff in areas of academic action, including incompletes and academic petitions. Served as a rotational member of the on call campus emergency team. Served as primary coordinator for the student judicial process. Assessed, developed and distributed reports regarding the student conduct system and academic early warning system. Worked with Residence Life Staff to address issues of student conduct and community standards in the Residence Halls.

Administrative Functions

- Served as the Coordinator for Judicial Affairs
- Managed the campus wide conduct database and annually reviewed student conduct policies
- Conducted judicial hearings as needed
- Investigated and adjudicated Title IX cases
- Member of the rotational on-call emergency team
- Served as the campus liaison to local, state and federal law enforcement and other governmental agencies.
- Maintained five learning assistance programs (Tutoring, Disability Services, Study Skills Center, Writing Place, and Math Clinics) and supervise seven professional staff members in the Academic Support Center

Academic Support

- Member of the campus academic standing committee
- Worked with Academic Support Center staff to improve campus-wide tutoring services.
- Coordinated and monitored the academic progress of the sophomore class through early intervention procedures
- Met with students, parents, faculty and staff regarding judicial and non-judicial concerns
- Monitored the academic progress of first year, sophomore, junior and senior classes

Diversity Initiatives

- Advised Diversity Awareness House, Muslim Student Association, Men of Color Leadership Group and Cultural Union for Black Expression (CUBE)

- Worked with disability specialist to educate the campus community on providing academic accommodations and of their legal responsibilities.

OTHER POSITIONS HELD

- **Adjunct Professor** (Educational Psychology), **Vincennes University**, 2009,2010 Vincennes, IN
- **Assistant Football Coach/Recruiting Coordinator, St. Olaf College**, 1999-2001 Northfield, MN
- **Instructor** (Adapted Physical Education) **St. Olaf College** 2000 Northfield, MN
- **Admissions Counselor St. Olaf College** 1999-2000 Northfield, MN
- **Teacher Assistant** (Special Education), **Elk Mound High School** 1998-1999 Elk Mound, WI
- **Advisor** (College of Human Development) **University of Wisconsin-Stout**, 1998-1999 Menomonie, WI
- **Operation Manager Aurora Residential Alternative**, 1996–1997 Menomonie, WI

EDUCATION

St. Mary’s University of Minnesota
Ed.D. Educational Leadership (ABD) Minneapolis, MN
Anticipated: 2020
Dissertation: “A Phenomenological Study of Faculty Experiences with Providing Student Academic Accommodations in Postsecondary Settings.”

University of Wisconsin – Stout Menomonie, WI
Master of Science in Education
Concentration: Special Education
Thesis: “High School Special Needs Students’ Attitudes about Inclusion”

University of Wisconsin – Stout Menomonie, WI
Bachelor of Arts in Psychology
Minor: Coaching

CERTIFICATION AND TRAINING

Western Massachusetts Police Academy Springfield, MA
Reserve/Intermittent Police Academy

International Institute for Restorative Practices Bethlehem, PA
Restorative Practices Facilitator (24hrs)

Mediation Matters Rockville, MD

Basic Mediation (40hrs) meets Maryland's Rule 17

National Academy of Defense Education
Rape Aggression Defense System (RAD) Denham Springs, LA

ATIXA
Civil Rights Investigator Level Two Certification Berwyn, PA
(Expires (9/25/2020))

National Behavioral Intervention Team Association (NABITA) Berwyn, PA
Behavioral Intervention Team Foundations Certification

St. Mary's University of Minnesota Minneapolis, MN
K-12 Educational Administration Certification

PROFESSIONAL AFFILIATIONS

- Association for Student Conduct Administration (ASCA)
- National Association of Student Personnel Administrators (NASPA)
- American College Personnel Association (ACPA)
- Brothers of the Academy (BOTA)
- International Association of Campus Law Enforcement Administrators (IACLEA)
- Omega Psi Phi Fraternity Inc.
- Wisconsin College Personnel Association

SERVICE ACTIVITIES

- Member, Baystate Charter Academy Public School (Present)
- Member, University of Wisconsin-Stout Alumni Board of Directors
- Member, Northfield Human Rights Commission
- Member, Northfield Police Reserve
- Coach, Wisconsin Special Olympics
- Volunteer, Mother Teresa Missions
- Volunteer, Indiana Youth Village
- Volunteer, Court Appointed Special Advocates (CASA)

AWARDS AND HONORS

- St. Olaf College President's Leadership Experience Program, 2005-2006
- Blandin Community Leadership Program, 2004
- University of Wisconsin-Stout Collegiate Football Athlete of the Decade, 2000
- German Football League/European Football League Player/Coach, 1999
- Division III Pre-Season All-American, 1996
- Division III All-American 1996