

***EDUCATION/CERTIFICATIONS***

Cleveland State University, **PhD in Urban Affairs**, (ABD) anticipated graduation 2009  
Dissertation Topic: Impact of Engaged Learning on Direct and Indirect Citizen Participation  
Cleveland State University. **Master of Public Administration** (Public Management)  
Baldwin-Wallace College. **Bachelor of Arts**, Business Administration (Accounting)  
Cuyahoga community College. **Associates of Arts**, Accounting  
**Certified Research Administrator** (#200410491-expires June 30, 2009)

***HIGHLIGHTS OF SELECTED PROFESSIONAL EMPLOYMENT***

University of Louisiana at Monroe, Monroe Louisiana

Director, Office of Sponsored Programs and Research 2008 to present.

- Develop institutional research policies and procedures
- Develop administrative processes to ensure compliance and efficiency
- Advise Provost and President on sponsored program and research matters
- Develop electronic research data collection system
- Assist project directors with proposal development
- Assist in locating funding opportunities
- Train faculty and staff regarding research administration practices
- Cultivate a sponsored programs philosophy
- Created self standing research office
- Negotiate awards, materials transfer agreements, and non-disclosure agreements
- Administer intellectual property
- Export controls
- Ex-Officio member of the human and animal subjects committees
- Member of the Research Council
- Member of the Biosafety Council
- Supervisor staff

Cleveland State University, Cleveland Ohio.

Part-time Instructor, 2002 to 2008.

Consistently ranked by students in the College's top five professors/instructors

Fiscal Officer & Budget Manager, Urban College, 2001 to present.

- Assist in developing strategic plan, financial plans, forecast revenues, ad hoc reporting
- Align the revenues and expenditures to take advantage of strategic opportunities
- Recommend funding strategies and targets
- Develop policies to ensure accurate and compliant accounting and research administration
- Create systems to maintain accurate and timely financial reporting
- Financial oversight of College scholarships, graduate assistantships and awards
- Financial management for ~250 sponsored programs and 50 endowment accounts
- Assist with initial sponsored program contract review
- Execute delegated signatory responsibilities
- Various other duties as requested in addition to the Budget Manager's duties.

Budget Manager, Urban Budget Office, 1998 to present.

- Develop and/or review all proposals for budget and compliance issues
- Developed and maintain the College's financial systems
- Oversee department budget coordinators' financial management function
- Developed and maintain policy and procedure manuals

- Supervise and train staff on financial matters
- Recommend new systems to improve efficiency and effectiveness.
- Maintain a formal mechanism for information distribution within the college
- Provide training to internal and external constituents
- Annual budget of approximately \$9M with 2/3 from various sponsored programs

Grants Coordinator, Office of Sponsored Programs and Research, 1995-1997.

- \$28+ million in grants assisted in both pre- and post-award issues
- Compliance coordinator for human subjects (IRB) and animal use committee (IACUC)
- Coordinate reporting and grant closeout
- Developed a database to track university compliance issues
- Developed a system that provided for announcing, processing, reviewing, ranking and awarding internal peer-reviewed grant funding opportunities
- Coordinated all post-award matters from award notification to closeout for university
- Coordinated grant submissions according to sponsor guidelines
- Coordinated equipment reporting, technology transfer, and patent processes
- Managed assigned staff
- Processed all electronic submissions for university.

Case Western Reserve University, Cleveland Ohio

Department Administrator, Department of Epidemiology and Biostatistics, 1993-1995

- Grant management experience for a department of a large medical school
- Managed the administrative staff and department proposal process
- Managed a large Federal center grant
- Administrated all departmental post-award accounting and compliance issues
- Maintained accounts and accounts payable/receivable, purchasing function,
- Prepared proposal budgets and justifications and reconciled accounts
- Processed payroll, accounts receivable/payable, deposits and batched receipts
- Assisted in the management of the ~\$6M budget (includes ~\$3M center grant).

MetroHealth Medical Center, Cleveland Ohio

Bookkeeper, Department of Psychiatry, 1991 – 1993.

- Coordinated proposal process and prepared reports and journal entries
- Created proposal budgets and justifications
- Managed all post-award accounting and compliance issues grants and clinical trials,
- Coordinated the financial activity through Case Western Reserve University
- Managed the assigned staff.

## ***EMPLOYMENT HISTORY***

University of Louisiana at Monroe, Monroe, Louisiana. July 2008-present

Office of Sponsored Programs and Research, Director

Cleveland State University, Cleveland, Ohio. January 1995-June 2008

College of Urban Affairs, Dean's Office. Fiscal Officer

College of Urban Affairs, Dean's Office. College Budget Manager

College of Urban Affairs, Dean's Office. Interim Manager, Budget

Urban Child Research Center. Office Coordinator

University Office of Research and Economic Development. Grants Coordinator

Case Western Reserve University, Cleveland, Ohio. April 1993-January 1995

Department of Epidemiology and Biostatistics. Department Administrator (grant-funded position)

MetroHealth Medical Center, Cleveland Ohio. October 1991-February 1993

Department of Psychiatry. Bookkeeper (grant-funded position)  
Ohio Magazine, May 1982 – May 1987  
Circulation Assistant  
American Greetings, September 1979 – May 1982  
Finished Goods Inventory Clerk  
Cost Accounting Clerk  
Gold Circle Inc., June 1977 – September 1980

### **Teaching Experience**

Consistently rank in the 4th quartile per student evaluations

**PAD 633 Budgetary Policy:** Covers the importance of budgeting and finance to public policy makers and public administrators. Sources of city and state finance information; examination of the revenue, expenditure, and debt structure of American cities; also includes examination of budgetary processes, formats, and accounting systems.

**PAD 628 Fundamental of Research Administration:** Designed to give students a knowledge of the history, theories and practices of research administration in the United States, Canada, and internationally. Students will be introduced to the history, concepts and major issues of research administration including but not limited to regulatory frameworks, administrative practices and theories, overview of organizations and institutions engaged in research administration, financial administration, responsible conduct of research, technology transfer and related subjects. This course serves as a basis to more specialized studies of research administration and management. Taught in an executive format: On-line.

**UST 459 Budgetary Policy:** Presents policymaking, budgeting and financing government programs and operations at the local, state and federal levels. The formal concept of budgeting (revenues, expenditures and debt structures) is covered. The class reviews theories of public budgeting, budgeting language, budget types and budget formats. The students will learn how to evaluate and analysis public policy decisions by understanding the budget allocations and appropriations processes.

**UST 455 Gender and Leadership:** Covered in this course are: the examination of factors influencing public acceptance of women in leadership positions, discussion of strategies for effective leadership in diverse communities, relationships between priorities of the urban community and society's perception of women's roles. A major question posed by the course is: How does gender influence the theory and practice of leadership?

**UST 302 Contemporary Urban Issues:** The physical, social, and economic dimensions of the urban crisis emphasizing minority communities; traditional and non-traditional approaches to problem definition and solution, techniques for understanding and shaping the physical environment, and constraints to problem-solving in urban areas. Writing, Human Diversity, African-American Experience.

**UST 200 Introduction to Urban Studies:** This course is designed to introduce the student to the field of Urban Studies. Urban Studies is an interdisciplinary field that draws from many disciplines including psychology, political science, sociology, economics, anthropology, communications, and geography. This approach is used to study and come to a better understanding of the problems facing cities today and the opportunities that exist within them.

Leadership Programs instructor for Ohio Certified Public Manager and Elite Academy: Workshops: both full and half-day. Topics: Budgeting and Managerial Accounting

### ***AWARDS/CERTIFICATES***

Founders Award, Society of Research Administrators, Ohio Chapter. September 2007  
Founders Award, Society of Research Administrators, Midwest Section. April 2006  
MGLCUA Outstanding Instructor Recognition, summer 2005  
CSU Presidential appreciation for superb classroom instruction, Summer 2003  
New Member Award, 2003, Society of Research Administrators  
DA-201 Departmental Administrator Certification, 2003, issued by SRA International  
Ohio Financial Accountability Certificate, 2001, issued by the Auditor of State of Ohio

### ***ASSOCIATIONS/COMMITTEES***

Society of Research Administrators, member since 2002  
2007-2010 President Elect, President and Immediate Past President of Midwest Section  
2006-2009 At-large elected member, Board of Directors  
2006-2009 Journal Review Board, Journal of Research Administration  
2006-2008 member, Audit Committee  
2004-2007 President Elect, President and Immediate Past President of Ohio Chapter  
2004-2006 Treasurer of Midwest Section  
2003-present Co-Chair, International Membership Committee  
2003-05 Membership Chair, Midwest Section  
2003-04 Communications and Newsletter Chair, Midwest Section  
2002, 2003, 2004, 2005, 2006, 2007, 2008 annual and section meetings program Committee  
National Council of University Research Administrators member since 1993  
City of Parma's Audit Advisory Committee member 2003-2005

### ***PROFESSIONAL SERVICE***

CSU Faculty Lecture Program, 2004, 2006, 2007  
CSU Student Mentor, 2002-present  
CSU Fiscal Officers Committee, 1998-present  
CSU College Best Practices Committee, Chair, 1998-present  
CSU Revenues and Resources Task Force, Presidential appointment, Fall 2000  
CSU Faculty Staff Appeal, Captain, 1999  
CSU PeopleSoft Equipment Committee, 1996  
CWRU Departmental Administrators Committee, 1993-1995

### ***SELECTED SPECIAL PROJECTS***

Created and implemented of the Graduate Certificate Program in Research Administration  
Centralized of College's four accounting units per audit recommendations  
Created & implemented of standardized financial management and accounts receivable system  
Created systems including web pages for financial information dissemination  
Developed, implemented and maintained an internal funding database (peer-reviewed)  
Created, implemented, maintained and trained units with the college accounting and account receivable systems  
Presidential Revenues and Resources Task Force: developed five-year projections of university revenues and resources  
Standardized implemented a college-wide spreadsheet shadow accounting system  
Operation Manuals for: Grants Coordinator, Budget Office and Fiscal Officer  
Designed and/or maintained websites.

## **RESEARCH EXPERIENCE**

“Curriculum Development for CSU Executive Graduate Certificate Program in Research Administration.” May 2005. Society of Research Administrators, International (SRA). \$15,000

“Needs Assessment to Determine the Feasibility of Graduate Programs with a Research Administration Focus.” October 2004. Principal Investigator for Society of Research Administrators, International (SRA). \$5,000

“Leadership Award.” March 2002. Maxine Goodman Levin’s Women Professional Development Fund. \$1,500

“ERA skills development.” January 1999. CSU Professional Staff Development Award. \$1,500

## **OTHER PROFESSIONAL ACTIVITIES**

### **Papers**

Submitted: “The Past, Present and Future of Research Administration: An Analysis of How the Occupation of Research Administration Compares to the Standards that Define a Profession.” Under revision. *Journal of Research Administration*.

“Process of Legitimizing a Profession: Research Administration.” (October 2005) SRA International Symposium, Milwaukee, Wisconsin, United States.

### **Posters**

“Challenges and Horizons for the Educational Programs for the Professionalization of Research Administrators.” (October 2006) SRA International Symposium, Quebec City, Quebec, Canada.

### **Presentations and Invited Lectures**

*A Guide to Building a Compliance Program*, full day workshop, Midwest/Southern Section meeting of the Society of Research Administrators, International, with John Chinn, Dawn Dowling, and George Turnbull, Hilton Head Island SC, May 2008

*Preparing for an A-133 Audit*, session, Midwest/Southern Section meeting of the Society of Research Administrators, International, Hilton Head Island SC, May 2008

*Grant Budgeting Basics*, half day workshop, Midwest/Southern Section meeting of the Society of Research Administrators, International, Hilton Head Island SC, May 2008

*Basic Budget Construction*, session, Midwest/Southern Section meeting of the Society of Research Administrators, International, Hilton Head Island SC, May 2008

*Post Award Administration Practicum*, half day workshop, Society of Research Administrators, International, Nashville TN, Oct 2007

*Basic Budget Construction*, session, Society of Research Administrators, International, Nashville TN, Oct 2007

*Orientation to Research Administration & Management*, half day workshop, Ohio Chapter of the Society of Research Administrators, International, Columbus OH, Sep 2007

*Leadership: How to Develop the Needed Skill-set to Succeed*, half day workshop, Ohio Chapter of the Society of Research Administrators, International, Columbus OH, Sep 2007

*Basic Budget Construction*, session, Ohio Chapter of the Society of Research Administrators, International, Columbus OH, Sep 2007

*Preparing for an A-133 Audit*, session, Midwest Section of the Society of Research Administrators, International, Kansas City MO, May 2007.

*A Guide to Building a Compliance Program*, full day workshop, Midwest Section of the Society of Research Administrators, International, with John Chinn, Dawn Dowling, and George Turnbull, Kansas City MO, Apr 2007

*Post Award Administration Practicum*, half day workshop, Midwest Section of the Society of Research Administrators, International, Kansas City MO, Apr 2007

*A Guide to Building a Compliance Program*, full day workshop, Northeast Section of the Society of Research Administrators, International, with John Chinn, Dawn Dowling, and George Turnbull, Newport RI, Apr 2007

*Post Award Administration Practicum*, half-day workshop, Northeast Section of the Society of Research Administrators, International, Newport RI, Apr 2007

*Post Award Issues for the Pre Award Staff* session, Society of Research Administrators, International, with Kathryn Watkins, Quebec City, Quebec, Oct 2006

*Grant Budgeting Basics*, half day workshop, Ohio Chapter Meeting of the Society of Research Administrators, International, Columbus OH, Sep 2006

*Fundamentals of Research Administration*, full-day workshop, Society of Research Administrators, International, with John Chinn, Detroit MI, Apr 2006

*Grant Budgeting Basics*, half day workshop, Ohio Chapter Meeting of the Society of Research Administrators, International, Detroit MI, Apr 2006

*Fundamentals of Research Administration*, full-day workshop, Society of Research Administrators, International, with Donna Marano and John Chinn, Milwaukee WI, Oct 2005

*Budgeting – How to*, session, Society of Research Administrators, International, with Donna Marano, Milwaukee WI, Oct 2005

*Compliance*, session, Alleghany Chapter Meeting of the Society of Research Administrators, International, with John Chinn, Columbus OH, Sep 2005

*Budgeting – the Heart of it all*, session, Ohio Chapter Meeting of the Society of Research Administrators, International, Columbus OH, Sep 2005

*Grant Budgeting Basics*, half day workshop, Ohio Chapter Meeting of the Society of Research Administrators, International, Columbus OH, Sep 2005

*Compliance*, session, Ohio Chapter Meeting of the Society of Research Administrators, International, with John Chinn, Columbus OH, Sep 2005

*Budgeting: Idiosyncratic Tap Dance*, session, Midwest Section of the Society of Research Administrators, International, Cleveland OH, Apr 2002

*Grant Budgeting Basics*, half day workshop, Ohio Chapter Meeting of the Society of Research Administrators, International, Columbus OH, Sep 2004

*PeopleSoft Invoice Preparation*, College of Urban Affairs, Cleveland OH, May 2001

*Revenues and Resources*, President Task Force, Cleveland State University, Apr 2000

*Grant Preparation Processing*, 2 hour workshop, Cleveland State University, May 1997

*Proposal Transmittal Form Completion*, 3 hour workshop, Cleveland State University, May 1996