

Education

Doctor of Education in Educational Leadership, Postsecondary Education, Portland State University

Dissertation: *An Inquiry into Developing College Student Socially-Responsible Leadership: Ethics of Justice and Care in the Midst of Conflict and Controversy* (2020)

Master of Education in College Student Affairs Administration, The University of Georgia

Bachelor of Arts in English, minor in Sociology, Millersville University of Pennsylvania

Professional Experience

Manager, Student Conduct and Retention and Deputy Title IX Coordinator

Academic Progression, Linn-Benton Community College, December 2020 – present

Student Conduct

- Maintain functional oversight for student accountability process, including behavioral, academic, and sexual misconduct on a campus of approximately 7,800 students
- Case manage and triage cases, identifying appropriate case resolution pathways depending on case history, severity, and other contextual factors
- Receive, investigate, and adjudicate cases of alleged student misconduct, balancing student rights and responsibilities, ensuring due process, using a trauma-informed lens, and within the values and framework of the College
- Provide consultative support to faculty and staff regarding disruptive students and plans for response
- Implement high-level response processes including interim suspension, issuing no contact directives, and engaging in safety assessment and planning meetings with Public Safety partners
- Identified, selected, and implemented a new case management database and sunset the old database in the first eight months of working at the College
- Updated and implemented the Student Rights, Responsibilities, and Conduct Code within the first six months of working at the College

Retention

- Revised the academic standing process to include new policy, processes, and specific interventions for students at higher risk of attrition academically based on standing after identifying flaws in the existing process using data to inform decision making
- Developed and implement suspension appeals process, and review and make determinations about appeal status for students appealing academic suspension status
- Collaborated with academic advisors, academic coaches, Learning Center staff, IT staff, and campus partners at other institutions to determine best practices and options for interventions and revised process implementation
- Use Banner, Degree Works, and Watermark software to identify and manage academic concerns and trends and track follow up steps and actions taken
- Use data to assess areas for improvement and conduct needs assessment of the process and identify overall trends and themes related to academic suspensions, as well as students on academic warning and probation status
- Meet with academically suspended and reinstated students to review expectations and connect to resources specific to their concerns, including Accessibility Resources, the Learning Center, Academic Advising, and Financial Aid, among others

Title IX

- Co-lead Title IX Response Team of up to 13 members, including maintaining monthly meetings, updating the team on federal and state legislative updates, training members monthly, ensuring members complete training they are individually responsible for, and identifying with the other Coordinator actionable next steps for sexual misconduct cases reported to the College
- Led LBCC's volunteer advocate team, a group of employees who had received the state certification to become confidential advocates, including building relationships with other local advocates at CARDV and OSU's Center for Advocacy and Prevention Education, to increase our collaboration and ongoing support for the work of confidential advocates
- Chaired and led a cross-campus collaborative team of professionals in LBCC's first-ever Sexual Assault Awareness Month (SAAM) slate of activities aimed at reducing and eliminating sexual violence, with topics that included how to receive a disclosure of sexual misconduct, identifying and eliminating rape myths, identifying barriers to reporting, and how to maintain healthy relationships
- Participate in community- and regionally-based groups of professionals to maintain connection and best practice, including Regional Title IX Coordinators and the Benton County Sexual Assault Response Team (SART)

Selected Other Duties

- Provide supervision to another full-time professional, provide leadership for office, and manage the student conduct program and compliance budget
- Develop, create, and deliver training to students and student employees on FERPA, responding to academic misconduct, hazing prevention, strategies to reduce sexual violence, drug and alcohol awareness, and other topics as requested, including the creation of an online Moodle course delivered to all new students and all employees at the College to meet compliance expectations under the Violence Against Women Act, the Drug Free Schools and Communities Act, the Stop Campus Hazing Act, and state law
- Revised and implemented, in consultation with the Director of Human Resources, a new Nondiscrimination policy statement and process for the College, including issuing guidance to employees on use of the statement and having the statement translated into four most-spoken languages at the College
- Participate as a founding member of the LBCC Student CARE Team
- Serve as a member of the LBCC Threat Assessment Team
- Support regulatory compliance efforts, including communication and reporting, related to the Drug Free Schools and Community Act, Title IX, state hazing and sexual misconduct laws, the Clery Act, and the Violence Against Women Act
- Serve as a search advocate on various campus-wide search committees for administrative and faculty positions

Assistant Director, Residential Education

University Housing and Dining Services, Oregon State University, October 2012 – December 2020

- Maintain functional oversight for the student discipline, crisis response, and compliance functions of University Housing and Dining Services, a housing system of approximately 5,000 beds
- Case manage and triage student care cases, Title IX cases, and bias response cases for the department with external partners using Maxient database system
- Implement high-level response processes for housing, including emergency action, behavioral expectations, no contact directives, and process review for criminal history disclosures
- Train 20 professional and 150+ paraprofessional staff on conduct, crisis response, and compliance obligations, including Title IX, Clery, FERPA, and state mandatory reporting requirements

- Supervise between 1-2 full-time, mid-level Area Directors, and support the oversight of their functional areas of responsibility, including conduct case management and student family housing
- Serve as Deputy Title IX Coordinator for the OSU campus (2018 – 2020) and as a Title IX “official with authority” (August 2020 – present)
- Participate in a 24 hour on-call duty rotation with other leadership team members, providing second-level consultation and crisis response support, and assisting with after-hours emergencies for a residential campus population of approximately 5,000 students
- Collaborate regularly with various campus and community partners and stakeholders, including Clery Compliance, Athletics, Counseling and Psychological Services, Department of Public Safety, Oregon State Police, Prevention and Wellness, Emergency Medical Services for Corvallis, the Corvallis Fire Department, Corvallis Police Department, Survivor Advocacy and Resource Center, Equal Opportunity and Access, Office of Student Life, and the Office of Student Conduct and Community Standards

Interim Director of Student Conduct and Community Standards

Student Conduct and Community Standards, Oregon State University, June 2016 – April 2017

- Maintained oversight for student conduct process for 30,000+ students at OSU’s Corvallis campus, Cascades, Portland, Hatfield Marine Science Center in Newport, extension sites, and E-campus.
- Oversaw an office of 3 full-time professionals and 2 graduate assistants, including directly supervising 2 full-time staff (one mid-level; one entry level) and 1 full-time classified staff member and supporting the oversight of their functional areas of responsibility
- Provided strategic leadership, oversight, budget management, assessment, and goal setting for the department
- Oversaw the Request For Proposal (RFP) process for new conduct software, and provided strategic oversight in the selection, set-up, and implementation of the institution’s new database, Maxient, including executing an agreement across four key partnering offices for key configuration components and process for funding the RFP
- Managed the complete re-write of the *Code of Student Conduct*, working closely with key campus partners to execute a document that maintains community standards expectations in alignment with OSU values, culture, and student needs. In addition to writing or co-writing large portions of the *Code*, also worked closely with EOA, Institutional Compliance, General Counsel, UHDS, and Office of Advocacy to ensure document met student, institutional, and partner needs. Sought feedback from student focus groups, including housing student leaders, campus student leaders, and international students for clarity and accessibility
- Heard high-level misconduct cases, including cases of sexual violence, physical violence and assault, arrests, Threat Assessment Team referrals, and large-scale group misconduct and assigned sanctions that ranged from educational outcomes to suspension or expulsion from the institution
- Worked closely with the Assistant Director of SCCS and Associate Vice Provost for Academic Achievement (co-chairs), along with a committee representing ever College and Department, to support the update and approval of a new academic misconduct policy and related updates to the Academic Regulations via Faculty Senate approval
- Collaborated with the Director for the Center for Fraternity and Sorority Life, local alumni, and a national organization on an egregious group level misconduct case that resulted in the national organization sending representatives to conduct a member review process
- Under the process at the time, reviewed Findings of Fact and evidence packets from Equity Associates within Equal Opportunity and Access, determined if the sanctions assigned were appropriate, and issued outcome letters
- Recruited and trained Student Conduct Committee members made up of faculty, staff, and students to hear high-level critical cases of misconduct that could result in suspension or expulsion cases

- Reviewed, made final determination, and issued outcome letters for high-level cases heard by the Student Conduct Committee
- Implement high-level response processes for campus, including implementing emergency action (interim suspension), behavioral expectations, and process review for criminal history disclosures
- Collaborate regularly with various campus and community partners and stakeholders, including Clery Compliance, Athletics, Counseling and Psychological Services, Department of Public Safety, Oregon State Police, Prevention and Wellness, Emergency Medical Services for Corvallis, the Corvallis Fire Department, Corvallis Police Department, Survivor Advocacy and Resource Center, Equal Opportunity and Access, Office of Student Life, concerned faculty and community members, and more

Resident Director, Weatherford Residential College

University Housing and Dining Services, Oregon State University, July 2010 – October 2012

Resident Director, Callahan Hall

University Housing and Dining Services, Oregon State University, July 2008 – July 2010

Complex Director, Bean Complex

Department of Housing, University of Oregon, July 2007 – June 2008

Graduate Assistant

Office of Judicial Programs, University of Georgia, August 2005 – May 2007

ASCA Service

ASCA Presidential Task Force for Regions and States

Task Force Member: March – April 2023

Council for the Advancement of Standards in Higher Education ASCA Representative

External Expert, selected by ASCA to represent the conduct profession in the 2020 revision of the Council for the Advancement of Standards in Higher Education (CAS) conduct program standards: January – March 2021

ASCA Pacific Northwest Sexual Misconduct Institute

Conference Planning Committee Co-chair and participant: March 2018

ASCA Women in Student Conduct Community of Practice

Co-chair: February 2016 – February 2018

Selected Presentations and Teaching Experience

Faculty, the ASCA Gehring Academy

- **Foundations of Professional Practice Track**
 - **Ethical Principles and Practices.** July 2022 and October 2022.
 - **Conflict Resolution and Alternative Dispute Resolution.** July 2022 and November 2022.
 - **Self-Care and Trauma Stewardship.** July 2022 and November 2022.
- **Leadership and Supervision Mini-Track (6 hours).** July 2022.
- **Community Colleges Mini-Track (6 hours).** July 2024 and July 2025.

ASCA Pre-Conference Presentation (6 hours): Artificial Intelligence and Academic Integrity on Campus: Strategies for Policy, Ethics, and Collaboration. Association of Student Conduct Administrators (ASCA) 2025 Conference. February 2025. Portland, Oregon.

Doing Conduct and Conduct-Adjacent Work at Community Colleges. Association of Student Conduct Administrators (ASCA) 2024 Conference. February 2024. Portland, Oregon.

Work Smarter not Harder: How to Leverage Being a Solo Practitioner. Association of Student Conduct Administrators (ASCA) 2024 Conference. February 2024. Portland, Oregon.

Developing a Trauma-Informed Conduct Process. Association of Student Conduct Administrators (ASCA) 2021 Conference. February 2021. Virtual.

Managing Response in a Time of Change: Tools and Strategies for Housing Conduct. Association of Student Conduct Administrators (ASCA) 2017 Conference. February 2017. Jacksonville, Florida.

Changing with the Seasons: Capitalizing on the Regional Connections. Association of Student Conduct Administrators (ASCA) 2017 Conference. February 2017. Jacksonville, Florida.

It Takes a Village: Collaborating with Campus Partners to Create a Survivor-Centered Response. NASPA Strategies Conference. January 2017. Portland, Oregon.

Re-Imagining Success of Working Moms at Your Institution. Oregon Women in Higher Education (OWHE) 2016 Conference. January 2016. Bend, Oregon.

Developing a Bias Response Protocol in Housing. Northwest Association of College and University Housing Officers (NWACUHO) 2015 Conference. February 2015. Salem, Oregon.

Stop, Collaborate and Listen: Powerful Partnerships for International Student Behavioral Interventions. Association of Student Conduct Administrators (ASCA) 2014 Conference. February 2014. St. Petersburg Beach, Florida.

Applying Judicious Leadership Principles in Your Work. AHE 199: Introduction to Residential Education (guest presenter) course. April 2012. Corvallis, Oregon.

In-Hall Academic Support: A New Approach to Student Engagement. Northwest Association of College and University Housing Officers (NWACUHO) 2012 Conference. February 2012. Ashland, Oregon.

The Social Construction of Gender: Digging Deeper with Our Student Leaders. Oregon Women in Higher Education (OWHE) 2012 Conference. January 2012. Portland, Oregon.

The Weatherford Way: Lessons Learned from a Living Learning Partnership at Oregon State University. Northwest Association of College and University Housing Officers (NWACUHO) 2011 Conference. February 2011. Vancouver, B.C.

Redefining our Role and Responsibility in Serving Students with Disabilities. The Association of College and University Housing Officers International (ACUHO-I) 2009 Conference. June 2009. Baltimore, Maryland.

Building a Student Judiciary, One Step at a Time. The Association of Student Judicial Affairs (ASJA) International Conference. February 2007. Clearwater Beach, Florida.

AHE 199: Introduction to Residential Education. March – June 2011.

AHE 407: Introduction to Residence Life. March - June 2009.

FHS 409: Introduction to Residence Life. March - June 2008.

Selected Professional Development and Trainings

- Appreciative Advising Institute Training (16 hours) – July 2021
- Donna Beegle Poverty Immersion Institute – June 2021
- Trauma Informed Care Training (6 hours) – July 2020
- Affirmative Action Search Advocate Training (8 hours) – June 2020
- Gehring Academy, Senior Conduct Officer Institute – July 2019
- Trauma Informed Care Training (6 hours) – May 2019
- ICS 300 and ICS 400 – July 16-18, 2018
- Forensic Experiential Trauma Interviews (FETI) technique training webinar – December 2016
- Gehring Academy, Mid-Level Managers' Institute – June 2009
- Oregon Student Conduct Administration (OSCA) meetings – bi-annual participation since 2009