

**BOARD OF TRUSTEES  
UNIVERSITY OF THE DISTRICT OF COLUMBIA  
UDC RESOLUTION NO. 2023 – 41**

**SUBJECT: APPOINTMENT OF TRELAUNDA BECKETT-JONES, ED.D. AS  
INTERIM CHIEF STUDENT DEVELOPMENT & SUCCESS OFFICER AT  
THE UNIVERSITY OF THE DISTRICT OF COLUMBIA**

**WHEREAS**, pursuant to 8B DCMR §210.1, the President is authorized to make executive appointments to designated positions in the Education Service in accordance with the provisions of 8B DCMR §§210 and 211; and

**WHEREAS**, pursuant to 8B DCMR §210.2, each person selected by the President for an executive appointment shall be qualified based on a description of their position or their roles and responsibilities and shall be approved by the Operations Committee; and

**WHEREAS**, pursuant to 8B DCMR §208.1, the Board of Trustees determines executive compensation for administrators and non-administrators at Grade Level 1A and above, upon recommendation of the President through the Operations Committee; and

**WHEREAS**, Trelaunda Beckett-Jones, Ed.D. has been recommended to serve as the Interim Chief Student Development & Success Officer based on her knowledge, past accomplishments and experience; and

**WHEREAS**, after review of her credentials, it has been determined that Trelaunda Beckett-Jones, Ed.D. is well qualified for such position and that the recommended salary adequately reflects the job duties and experience.

**NOW THEREFORE BE IT RESOLVED**, that the Board of Trustees approves the appointment of Trelaunda Beckett-Jones, Ed.D. as Interim Chief Student Development & Success Officer effective September 13, 2023, consistent with the term and conditions of her appointment letter.

Submitted by the Operations Committee:

September 12, 2023

Approved by the Board of Trustees:

September 12, 2023



Christopher D. Bell  
Chairperson of the Board



Maurice D. Edington, Ph.D.  
*President*

September 8, 2023

Trelaunda Beckett-Jones, Ed.D.  
[REDACTED]

**Re: Executive Appointment, Interim Chief Student Development and Success Officer at the University of the District of Columbia**

Dear Dr. Beckett-Jones:

I am pleased to offer you an executive appointment as Interim Chief Student Development and Success Officer, at the University of the District of Columbia effective September 13, 2023, pending Board of Trustees approval. Pursuant to applicable District of Columbia law, an executive appointment as Interim Chief Student Development and Success Officer is “at will”, which means that the appointment may be terminated at any time without appeal or right to compensation, because you serve at the pleasure of the President. As Interim Chief Student Development and Success Officer, you will perform the duties and responsibilities of the position as directed by the President.

Your salary under this appointment will be \$234,269 (Grade 1 Step 4) on the non-union Administrative Salary Schedule. You will be fully eligible for cost-of-living increases in accordance with the applicable University policy. You will also be eligible for and may participate in the University of the District of Columbia health insurance, life insurance, retirement, and disability programs in the same manner and under the same conditions as regular administrative employees hired on or about the date of this appointment. The University will contribute seven percent (7%) of your salary to your Teachers Insurance Annuity and Association (TIAA) retirement account. Your leave accrual rates are as follows: annual leave accrual, seven (7) hours per pay period, and sick leave accrual, four (4) hours per pay period. subject to university guidelines.

If you accept this offer, please return the executed original of this letter to the Office of Human Resources. If you have any questions, comments, or concerns, please contact Lorinnsa Bridges-Kee, Vice President of Human Resources at (202) 274-6382 or via email at [lorinnsa.bridgeskee@udc.edu](mailto:lorinnsa.bridgeskee@udc.edu).

Sincerely,

Maurice Edington, Ph.D.  
President

cc: Official Personnel File

**ASPIRE. ACCOMPLISH. TAKE ON THE WORLD.**

4200 Connecticut Avenue, NW — Washington, District of Columbia 20008  
Phone: 202.274.6016 ▪ [www.udc.edu](http://www.udc.edu) ▪ Facsimile: 202.274.5304

I accept the terms and conditions of the foregoing executive appointment as Senior Vice President at the University of the District of Columbia.

\_\_\_\_\_  
Name

\_\_\_\_\_/\_\_\_\_\_/2023\_\_\_\_\_  
Date

**ASPIRE. ACCOMPLISH. TAKE ON THE WORLD.**

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## **University of the District of Columbia Job Description**

**Job Title:** Chief Student Development and Success Officer  
**Occupational Series/Pay Plan/Grade:** 301/ 01/ 1A  
**FLSA:** Exempt  
**Job Code:** Pending

### **GENERAL DESCRIPTION OF THE JOB:**

Incumbent serves as Chief Student Development and Success Officer under the general supervision of the President who gives policy guidance in terms of desired accomplishments; is expected to independently direct and supervise the Student Development and Success programs to include operational as well as programmatic functions; has delegated responsibility for investigating, developing, extending, modifying, or adopting innovative approaches, and techniques to establish subprograms designed to be responsive to the needs of the students in the area of administrative control in such matters as time, funds and personnel availability. Effectiveness of incumbent's work is evaluated in terms of adequacy of recurring and special reports, participation in conferences and efficiency and quality of the Student Development and Success program.

### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Directs the planning, development and implementation of programs covering student financial assistance, career development, health services, counseling, compensatory education, alcohol abuse, veteran affairs, student program development, etc. As the situation warrants, modifies existing subprogram objectives and structures to enhance the degree of professionalism and number and type of services rendered. Devises innovative and creative ways to effectively conduct student affairs at the University of the District of Columbia, with complete leeway to deviate from traditional systems and approaches. Assures proper promotion and publicity of various subprogram services to encourage participation and involvement of the entire student population. Constantly evaluates the effectiveness of each program area through consultation with respective management officials, review of budget documents and special and periodic reports which contain statistics relating to program usage or involvement, etc.
- Coordinates and collaborates with community organizations or groups, civic minded private citizens and representatives of institutions of higher learning on the general development and enhancement of student life in the Washington, D.C. area. In cooperation with other college and university officials, together with student leaders, develops policies and directives necessary to encourage students to initiate and maintain an effective people's government (student government). Attends local and national conferences and seminars to stay abreast with the constantly changing philosophies and trends involving student affairs programs. In this connection, provides resources information to student groups in planning, implementing and evaluating their activities.

Arranges and chairs conferences for presentation of the University student development and success programs and represents the President on pertinent matters.

- Serves as liaison between the President and student groups on Student Development involvements.
- Establishes and oversees the operating budget of the assigned programs and assures that proper mechanisms are in effect for the utilization and control of obligated funds. Through subordinate supervisors, provides supervision and or guidance to staff.
- Monitors all on-going activities, services and training to implement change that will facilitate the continued professional development of subordinates.
- With the assistance of subordinate staff, develops criteria and procedures governing the counseling, testing and placement of students of the University. Coordinates with other University offices the preparation and approval of all material concerning student affairs which are to be published in the college catalogue or other official college publications. In cooperation with the Office of Human Resources, ensures that adequate and accurate position descriptions are prepared and maintained for all employees under his/her supervision. Exemplifies professional leadership in staffing subprogram units with quality employees.
- Performs other related duties as assigned.

#### **MINIMUM JOB REQUIREMENTS:**

1. Earned Doctorate required.
2. Five (5) years full-time administrative experience including management of educational programs and budget development experience required.
3. Five (5) years of demonstrated success at a senior leadership level in higher education or other complex organization required.

#### **REQUIRED COMPETENCIES:**

- Knowledge of the organization, mission and programs under the jurisdiction of the University of the District of Columbia.
- Knowledge of the organization and functions of the District of Columbia Government, its various agencies, boards and commissions, as appropriate.
- Ability to deal effectively and tactfully with individuals from all walks of life including high level management officials in both the public and private sector.
- Ability to work effectively when confronted with emergencies and changing needs.

- Knowledge of applicable Federal and District laws, rules, regulations, policies and procedures.
- Knowledge of the principles, practices and methodology of organization and management.
- Knowledge of administrative procedures and routines of the university.
- Ability to prepare written summaries of lengthy reports and similar types of materials.
- Ability to gather required supportive materials necessary for written responses to inquiries.
- An understanding and appreciation of the diversity of student interests and the ability to use these to establish a climate for maximum growth and development.
- Ability to conduct specific training sessions for students in the area of community volunteer services, leadership seminars and co-curricular activities.
- Ability to provide professional guidance to meet environmental contingencies.

#### **1. Expectations of the job:**

Work consists of a variety of complex inter-related tasks. The Incumbent is expected to function with considerable independence on all assignments and to use initiative and seasoned judgment in arriving at sound conclusions and recommendations. Recurring contacts are made with students, staff members, faculty, administrators and the general public, as well as with staff of University partner institutions. Contacts are established to open channels of communication and acquire information for decision making and dissemination to others. Normal physical dexterity is required. The work is generally performed in an office setting.

#### **2. Development and Counseling:**

Employee is expected to participate in activities that will help in the development of his/her career, and help in the performance of the job. Employee may seek counseling from the immediate supervisor.

#### **3. Training:**

Training is available to help improve the skill and knowledge level, and for updates on the latest techniques, methods and theories that are being used in the industry.

#### **4. Knowledge of UDC Rules and Regulations:**

The position requires a solid understanding of the policies and procedures of the Board of Trustees, the University, as well as applicable Federal and D.C. government laws. The university provides all training required by OSHA to ensure employee safety. The University of the District of Columbia is an Equal Opportunity Employer (EOE).

Note: The University reserves the right to change or reassign job duties as provided in policy and negotiated agreements.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

The University of the District of Columbia is an Equal Opportunity Employer (EOE).

Revised: 1/28/2016



## **Trelaunda Beckett-Jones, Ed.D.**

### **SUCCESS CHARACTER**

A respected & visionary leader and life-strategist with over 20 years of experience in a plethora of areas that creates a culture of empowerment while transforming the lives of others to become the best version of themselves on their paths to success.

### **AREAS OF EXPERTISE**

- |   |                           |
|---|---------------------------|
| *Higher Education                       | *Labor Management         |
| *Educational Leadership                 | *Contract & Negotiation   |
| *Disability & Vocational Rehabilitation | *Crisis Management        |
| *Counseling & Compliance                | *Project/Event Management |
| *Administration & Leadership            | *Government               |
| *Supervision & Management               | *Non-Profit               |
| *Human Resources                        | *Managed Health Care      |
| *Operations (Fiscal & General)          | *Community Development    |

### **EDUCATION**

Bowie State University, Bowie, MD

Doctor of Education, Educational Leadership

2017

Specialization: Special Education

Additional Area of Concentration: School Administration and Supervision

Dissertation: "Politics and Prose: A Case Study of the Career Trajectories of Women of Color at State Departments of Education," *Chair's Award*

Honors: Charter Member, Golden Key International Honor Society, National Society of Educational Leadership

#### **Doctoral Extern**

3/2012-5/2013

District of Columbia Government Office of the State Superintendent for Education (OSSE)

Served as a participant in the DC Parent & Family Engagement Summit and Early Learning Standards Stakeholders Meeting. Participated in administrative trainings such as DC CAS Test Coordinators Training and Early Childhood and Out of School Time Professionals Training. Attended agency hearings, including DC Board of Education Hearings. Supported administrative units, including Division of Elementary and Secondary Education, Assessment Team and Division of Early Childhood.

- First doctoral extern at the District of Columbia Office of the State Superintendent for Education, extern to State Superintendent and Assistant State Superintendent for Elementary and Secondary Education.
- Developed communication tools for Quality Rating and Improvement System (QRIS) Rollout.

Bowie State University, Bowie, MD

Master of Arts Degree in Counseling Psychology

2004

Thesis: "Depression and Women"

Honors: Phi Delta Kappa International



**Graduate Intern**

9/2003-5/2004

Covenant House Washington, Peer-Supported Pregnancy Prevention &amp; Teen-Life Choices Programs

Contributed to workshops on self-esteem, decision-making skills, conflict resolution, health education, drug and alcohol prevention and alternatives to sexual behaviors and assisted in parental workshops and counseling sessions for parents' empowerment. Facilitated the YASA (Youth Against Substance Abuse) Curriculum to youth and demonstrated effective ways of combating teen pregnancy.

- Trained youth (10-17-year-olds) as peer leaders and educators.
- Facilitated the YASA (Youth Against Substance Abuse) Curriculum to youth and demonstrated effective ways of combating teen pregnancy.

Fisk University, Nashville, TN

Bachelor of Arts Degree in Psychology

1999

Additional Area of Concentration: Biology

Honors: Psychology Departmental Honors

**EXPERIENCE**

University of the District of Columbia

**Associate Vice President and Dean of Students**

11/2022-Present

**Division of Student Development and Success (DSDS)**

Serves as a senior member and leader of the DSDS Leadership Team. Plays a vital role in creating and maintaining the university's commitment to student development, wellness and success. Provides direct administrative responsibility for a range of student development and wellness areas and support student learning through programs and innovative co-curricular experiences beyond the classroom, ensuring the provision of services and resources focused on health and wellbeing of students, establishing and sustaining an environment of inclusiveness and support for the campus' diverse student body, and encouraging a sense of community among students, faculty & staff. Promote growth through engagement in university life.

- Offer executive-level support, administration and resolution to student cases referred to DSDS on behalf of the University Office of the President and University Community (ombudsman function); provide additional executive-level support to University Administration & Executive Services.
- Provide consultation to the University Office of the General Counsel for various student-related legal matters.
- Serve as University Liaison to the District of Columbia Department of Disability Services (DDS) and Department of Youth Rehabilitative Services (DYRS)
- Executed HR functions and the management, planning, administration and evaluation of DSDS programs and services which includes personnel, policies, procedures, development, facilities and budget activities (includes \$10M+ budget and serve as division financial manager of HEERF funds).
- Illustrated executive-level authorization, administrative management and assist with budget development and DSDS financial operations, serve as an Approving Official (AO) for the purchase (p)-card program and university-related financial operations on behalf of the Chief, including CA (Contract Administrator), if necessary.
- Offered executive-level support, administration and resolution to student cases referred to DSDS on behalf of the University Office of the President and University Community (ombudsman function); provide additional executive-level support to University Administration & Executive Services.

**Special Assistant to the Chief Student Development and Success Officer**  
**Division of Student Development and Success (DSDS)**

3/2018-11/2022

Served as a senior member and leader of the DSDS Leadership Team. Provided executive-level guidance counsel to the Chief Student Development & Success Officer. Serve as a leader and advocate for student success issues and initiatives on campus. Provided executive-level authorization of campus & division-wide events and assist with coordinating and planning of special events and initiatives. Developed and presents recommendations, reports, and other materials, in addition to establishing priorities and agendas for a variety of programs and projects and integrates the function of DSDS in a manner that is responsive to students' needs, the campus and the community. Assisted with the coordination of planning teams and task forces for special projects and diversity inclusion initiatives to promote campus diversity within guidelines established by the University. Assisted departments directly reporting to the Chief to ensure accountability with expenditure directives and student success assessment reporting practices as governed by the University. Collaborated with directors to develop and implement a formal assessment process based on policies and guidelines governed by the University. Provided supervisory oversight for an assigned support staff and perform other duties as assigned by the Chief Student Development and Success Officer.

- Consistently delivered executive and administrative management of the Division of Student Development and Success, Van Ness and Community College Campuses:
  - Student Success Cluster-Academic Advising, Career Services, First-year Experience, Academic Support, TRIO/Upward Bound.
  - Student Development Cluster-Center for Diversity, Inclusion & Multicultural Affairs; Judicial Affairs; Military & Veteran Student Services, Residence Life, Student Outreach & Leadership Development and Student Center.
  - Student Wellness Cluster-Accessibility Resource Center, Counseling & Wellness Center, Health Services.
  - Enrollment Services-Admissions, Financial Aid, Residency Coordination.
  - Department of Athletics.
- Executed HR functions and the management, planning, administration and evaluation of DSDS programs and services which includes personnel, policies, procedures, development, facilities and budget activities (includes \$10M+ budget and serve as division financial manager of HEERF funds).
- Illustrated executive-level authorization, administrative management and assist with budget development and DSDS financial operations, serve as an Approving Official (AO) for the purchase (p)-card program and university-related financial operations on behalf of the Chief, including CA (Contract Administrator), if necessary.
- Offered executive-level support, administration and resolution to student cases referred to DSDS on behalf of the University Office of the President and University Community (ombudsman function); provide additional executive-level support to University Administration & Executive Services.
- Provided consultation to the University Office of the General Counsel for various student-related legal matters.
- Served as University Liaison to the District of Columbia Department of Disability Services (DDS) and Department of Youth Rehabilitative Services (DYRS).
- Appointed and served as Special University Prosecutor for a high-profile student judicial case for which a favorable outcome was achieved.
- Selected to provide executive-level day-to day management of the Student Wellness Cluster (function as interim Assistant Vice President for Student Wellness)-March 2019-October 2020

- Provided administrative support and leadership for the Accessibility Resource Center (formerly known as Disability Resource Center), Counseling Center, and Health Services.
- Managed and participated in continuous program evaluations and improvements; assisted with the development and implementation of appropriate assessment plans; an effective assessment system for assessment of operations and goals to include processes for feedback.
- Developed and managed the budget for the Office of the Assistant Vice President for Student Wellness and departments reporting directly to the Assistant Vice President for Student Wellness.
- Formulated and enforced policies and procedures regarding student wellness; developed and presented recommendations, reports and other materials for a variety of programs and projects.
- Researched, established, and managed the planning and implementation of activities and services for student wellness program components and promotional strategies to include student involvement.
- Served as a Disability Counselor, due to expertise & staff transition, (July 2019-Jan. 2021)-simultaneous roles.
- Drafted the Division of Student Development and Success Continuity of Operations Plan (SDS COOP) and Division of Student Development and Success FY21 Purchase Card Protocol.
- Established and continues to provide supervision of the Division of Student Development and Success Administrative Council.
- Elite Sponsor, Fundraising, Prince Hall Freemasons, Washington, DC, Endowed Scholarship to the University of the District of Columbia (\$400K).

#### **Disability Counselor, Accessibility Resource Center (ARC)**

8/2013-3/2018

*Administrative Re-assignment due to expertise.*

Advocated for and support persons with disabilities. Coordinated disability services across the university. Served as the campus resource person on disability issues. Reviewed psychological-educational evaluations, Neuro-psych exams, psychological evaluations, medical and other technical documentation to verify disabilities, eligibility for services in DRC and determine reasonable mandated accommodations. Determined eligibility and coordinates access to accommodations and services for postsecondary students, primarily who have psychological, learning and attention deficit hyperactivity disabilities. Developed plans to support access to courses, programs, facilities, services and activities on campus. Advocated increasing the support of the campus community. Provided ongoing information and support for prospective and enrolled students. Provided ongoing consultation and technical assistance in faculty and staff. Facilitated equal access, learning and other opportunities. Developed and presented in-service training on disability accommodations and assistive technology to faculty, staff and student employees and the community. Maintained knowledge of current disability issues and legislation. Provided supervision to DRC work-study students. Documented and maintained case records. Worked closely with appropriate offices on campus.

- Served as a Campus Coordinator, US Dept. of Labor Workforce Recruitment Program for College Students with Disabilities.
- Provided administrative support to the Chief Student Development and Success Officer.
- Provided administrative support to the Office of Student Life and Services.
  - Planned, implemented, and evaluated various student activities, programs & services for the Undergraduate & Graduate Student Governments, clubs, organizations, and classes.
  - Developed innovative programs and initiatives related to student life and services

- Promoted students' participation in social, cultural, and recreational activities, as well as other study development programs.
- Coordinated and facilitated the development of student budgets for student clubs, organizations & classes (first-year student through seniors).
- Co-Chair and provide administrative oversight of the Student Allocation and Activity Fee Utilization Committee.
- Managed operational budgets for the Office of Student Life and Services and Student Government Associations (\$100K+).
- Reviewed and approved funding requests for sponsored events received from USGA/GSGA, clubs and organizations and secure vendors for services and goods.
- Approved student-related events sponsored by USGA/GSGA, clubs, organizations, and classes.
- Served as the advisor for the graduating class (all educational levels).
- Appointed Student Development Team Lead, Division of Student Development and Success Strategic Plan Workgroup.
- Member, Campus Queens Advisory Board and Campaign Advisory Board.
- Served on Veterans Affairs Transition Team, former Co-Advisor, Student Veteran Association and as a School Certifying Official (SCO).
- Served as Co-Chair, New Student Orientation Committee and SLS Liaison to Student Ambassadors.
- Revised UDC Accessibility Resource Center (new office name) Student Handbook & Disability Policies for UDC David A. Clarke School of Law-April 2019.
- Developed Disability Resource Center Standard Operating Procedures (SOP)-July 2016; Revision-March 2018.
- Developed UDC Disability Resource Center's Student Handbook (Policies and Procedures); Revision-June 2014.

### **Student Activities Specialist, Office of Student Life and Services**

8/2009-8/2013

Planned, implemented, and evaluated various student activities, programs & services for the Undergraduate & Graduate Student Government, including, but not limited to clubs, organizations, and classes (first-year student through senior year) consistent with University rules. Directed the planning, implementation and evaluation of social, cultural, and recreational events and programs related to the student body. Provided students with a variety of resources, including conferences, career referrals & placements, job opportunities, catalogs, handbooks, general financial aid information, e-resources and other student-related matters. Conducted meetings with University Administrators, faculty, and staff to coordinate and plan campus-wide events. Developed innovative programs and initiatives related to student life and services. Promoted students' participation in social, cultural, and recreational activities, as well as other study development programs. Coordinated and facilitated the development of student budgets for student clubs, organizations & classes (first-year student through seniors) as required by the Student Allocation and Utilization Fee Committee. Reviewed purchase requisitions for accuracy, timeliness and appropriateness of the sponsored event received from USGA/GSGA, clubs and organizations. Provided recommendations to student groups for improving and enhancing their effectiveness on campus.

- Managed the Student Affairs Clubs and Organizations Allocation Budget (\$35K+) and secured vendors for services and goods.
- Served as Administrator for the Pan Hellenic Council.
- Developed over thirty (30) events and activities per academic year.
- Participated with faculty and staff in orientation, registration, and other services for new students
- Served as administrator for student elections.

- Consultant to Student Affairs Judicial Officer and Office of the General Counsel for student cases.
- Served as Advisor to Miss University of the District of Columbia and Court (2010-2013); UDC NAACP Chapter; Student Affairs Book Club; Senior Class; Greek-Letter Organizations.
- Developed Senior Class Newsletter & Website.
- Developed Student Affairs' Parent & Families Corner Website and Newsletter.
- Maintained consistent interaction and follow-up with students and relevant record-keeping and tracking of programs, student concerns and other related matters.
- Provided transitory services and administrative management to the Office of Veteran Affairs and student veterans, in addition to serve on the Student Affairs Veterans Transition Team.
- Developed Club and Organization Guidelines:
  - Chartering a Club or Organization
  - Revised Club/Organization Chartering Application
  - Registering a Club/Organization (Non-Greek Life)
  - Requesting a Campus Event
  - Greek-Letter Organizations
  - Budget Proposal Submission
  - Funding Request Submission (Non-Travel)
  - Travel Funding Request Submission
- Revised club and organization financial forms.

#### **Acting Assistant Director, Disability Resource Center (DRC)**

4/2008-6/2008

Managed intake of student requests for accommodations. Coordinated the evaluation of diagnostic tests and professional prescriptions. Determined eligibility for services in consultation with the appropriate offices. Advised the university on Section 504, ADA requirements and related compliance issues, as well as monitored university compliance. Assisted professors in providing appropriate accommodations and academic adjustments. Provided outreach programs that attempted to educate the public regarding myths about disabilities prevalent in society. Maintained statistics and utilization of information about students' disabilities. Provided supervision to the DRC Staff.

- Served on the District of Columbia Transition Interagency Council.
- Recruited over 100 potential students with disabilities at the DC Citywide Transition Fair.
- Managed the construction and Grand Opening of the Disability Resource Center (October 2008).
- Implemented the streamlining of existing operations of the Disability Resource Center.
- Coordinated efforts with University Provost to develop protocol and the process of administrative/medical withdrawals for DRC and Counseling Center's students.
- Appointed University Liaison for the DC Government Rehabilitation Services Administration.
- Served as disability consultant to Student Affairs Judicial Office and the University Office of the General Counsel on disability matters and student cases.
- Developed networking efforts and partnerships with neighboring communities (i.e., Metro Access, Howard Community College, Seed Public Charter, High Roads Academy, The Leary School of Virginia, Metropolitan Adult Literacy Council) and state agencies (i.e., DC Office of the State Superintendent for Education).
- Initiated the usage of freelance sign language interpreters.

**Counselor, Counseling and Student Development Center  
Disability Resource Center (DRC)**

9/2006-8/2009

Analyzed reports containing medical and psychological data and interpreted the relationship of such data to the educational needs of students with disabilities. Assisted in the recruitment, orientation, and registration of students. Planned and evaluated disability services. Provided counseling to registered clients. Maintained records of individual counseling sessions, academic and other services rendered to students. Participated in supervision sessions and case conferences. Assisted professors in providing appropriate accommodations and academic adjustments. Provided outreach programs that attempted to educate the public regarding myths about disabilities prevalent in society. Maintained statistics and utilization of information about students' disabilities. Assisted in the development and submission of departmental reports. Served as a disability liaison to academic departments.

- Served as disability consultant to Student Affairs Judicial Office and the Office of the General Counsel on disability matters and student cases.
- Served as mentor and developed programs for the Team 100 Retention Program.
- Participated in outreach initiatives for the Counseling Center and the University of the District of Columbia.
- Served as "Acting Assistant Director," DRC, in the absence of the Assistant Director.

**UNIVERSITY SERVICE**

**University of the District of Columbia**

Member, Advancement Liaison Team	2023
Member, ADA Safety Committee (university-wide)	2022
Member, UDC Emergency Management Team	2022
Member, UDC Financial Literacy Initiative Committee	2021-present
Member, Safety Committee, 8 <sup>th</sup> Master Agreement (UDC/NEA)	2021-present
Member, COVID Taskforce	2021-present
Member, Think College Initiative Workgroup	2020-present
Member, Campus Opening Workgroup	2020-2021
Member, Institutional Capacity & Readiness Taskforce	2019-present
Member, Equity Imperative Strategic Initiative Priorities Team	2019
Member, University NCAA Compliance Committee	2019-present
Member, Coordinated Community Response (CCR) Task Force	2017
Member, Data Standardization Committee	2017
Member, DDS RSA/Follett Task Force	2017-present
Member, DSDS Behavior Intervention Team (BIT)	2017
Member, First Year Experience & New Student Orientation Infusion Committee	2017-2019
Member, Mayor Muriel Bowser Foreign Credentialing Task Force	2017
Member, UDC Student Strengths Pilot Planning Committee	2017

Member, University Budget Committee	2017-present
Inaugural Member, University-Wide Student Success Workgroup	2017-2018
Member, Vision 2022 Operations Committee (University Strategic Plan)	2017-2018
Member, University President's Administrative Council	2016-present
Member, University Information Technology-Governance Committee	2016-present
Member, University Middle States Accreditation Site Visit Logistics Committee	2016
Chair, University Middle States Accreditation Site Visit Hospitality Sub-Committee	2016
Member, Campaign 9:30 Advisory Board	2015-2017
Member, Enrollment Management Committee	2015-2017
Member, Graduate Rehabilitation Counseling Program Advisory Council	2015-present
Chair, Student Affairs Sub-Committee, Enrollment Mgmt. Committee	2015-2017
Chair, Student Life and Services Student Elections Committee	Fall 2015
Member, University Middle States Accreditation Standards 8 & 9 Committee	2015-2018
Member, AFSCME Local 2087 Elections Committee	Fall 2014
Secretary-Treasurer and Board Member, AFSCME Local 2087	2014-2018
Member, Get Up and Move Committee (Health & Wellness Initiative)	2014-2017
Student Life and Services Liaison, Student Ambassadors	2014-2017
Member, Campus Queens Advisory Board	2013-2017
Co-Chair, New Student Orientation Committee	2013-2017
Member, University Founders' Day Committee	2013-2018
Member, University Opening Convocation Committee	2013-2018
Member & Chair, University Hiring Panels (university-wide)	2013-present
Member, Office of Admissions Open House Committee	2012-2014
Member, University Registration Committee	2012-2017
Chair, Miss University of the District of Columbia Committee	2010-2012
Member, Student Affairs Veteran Affairs Transition Team	2010-2015
Member, University Commencement Committee	2010-present
Member, Disability Resource Center Task Force	2009-2016
Advisor, Graduating Class, All Campuses	Fall 2015-2018
	2009-2014
Member, Scholars on a Roll (SOAR 4) Team	2009-2011
Member, Student Activity Fee Allocation & Utilization Committee	2015-2017
	2009-2013
Member, Student Affairs Judicial Hearing Committee	2009-2017



Member, Student Life and Services Student Elections Committee	2009-2013
Member, UDC Census Committee	Fall 2009
Member, University Customer Service Workgroup	2009-2010
Member, University Financial Aid Appeals Committee	2009-2010
Chair, Assessment, Research, Teaching, Learning & Technology Sub-Committee	2008-2009
Member, District of Columbia Interagency Transition Council	2008-2009
Coach and Instructor, UDC Learn to Learn Camp	Summer 2008
Member, University Safety Committee & ADA Sub-Committee	Fall 2008
Member, University Student Retention Committee	2008-2009
Member, Student Intervention Committee	2007-2009
Member, New Student Orientation Committee	2007-2018
Member, University Homecoming Committee	2015-2017; 2006-13

## **ACADEMIC EXPERIENCE**

Prince Georges' Community College

**Adjunct Instructor-Youth @ Work Program** 1/2015-2018

Office of Community Partnerships (promoted to Lead Instructor November 2015)

Provided online and face-to-face instruction for youth participants using the stated curriculum.

Created environment to help improve access, retention, and completion. Served as the campus resource person that minimize academic barriers. Established rapport with students and managed classroom behavior to minimize classroom interruption to instruction. Collected evaluation with the program coordinator to identify barriers that may interrupt instruction or overall program success. Recorded and reported issues that hinder the youth's successful participation and completion. Provided ongoing consultation and technical assistance to faculty and staff. Recorded attendance, program statistics and submit reports. Maintained current and accurate academic files on each participant in the program. Provided administrative, programmatic or clerical support needed to ensure the smooth functioning of the Youth @ Work Program.

University of the District of Columbia

**Adjunct Instructor-Orientation** 1/2008-8/2011; 2015

Division of Academic Affairs, Academic Advising Center

Developed academic, personal & interpersonal skills and behaviors that will help students succeed.

Strengthened students' abilities to write, read and express their ideas. Cultivated creative, critical, and strategic thinking. Promoted collaborative learning. Assisted students define their academic and personal goals. Created a sense of campus involvement.

## **RELATED EXPERIENCE**

Rehabilitation Services Administration (RSA)

**Vocational Rehabilitation Specialist** 8/2004-9/2006

District of Columbia Government, Department of Disability Services

Provided comprehensive rehabilitation counseling and guidance for individuals with disabilities. Determined functional disability-related limitations for clients' employability. Determined eligibility & referral services necessary for eligibility according to Federal and District laws. Rehabilitation training for clients and family

members. Development of Individual Plan for Employment (IPE). Physical and mental restoration services. Employment and post-employment services & personal assistance Services. Provided professional development supervision to Unit Vocational Rehabilitation Aide.

National Black Women's Health Project (NBWHP)

**President/Self-Help Coordinator, DC Chapter**

1999-2001

National Headquarters Office (now known as the National Black Women's Health Imperative)

Developed and established self-help groups in the District of Columbia for women 18 and older to discuss various issues pertaining to women's health. Presided over chapter and the daily operations of the chapter. Trained women to become self-help group leaders incorporating group and individual counseling techniques. Established new and inventive ideas with existing members to promote positive health and wellness to the DC area and neighboring communities with the interests of NBWHP's initiatives. Developed health and wellness workshops.

**Student Liaison/Self-Help Coordinator**

1995-1999

Fisk University, Division of Student Affairs

Served as Student Liaison and Self-Help Coordinator for the Fisk University's Chapter of the National Black Women Health Project. Developed and established self-help groups on Fisk's Campus for women aged 18-25 to discuss various issues pertaining to this particular generation. Presided over the daily operations of the chapter with the chapter advisor. Trained students to be self-help group leaders incorporating group and individual counseling techniques. Established new and inventive ideas with the advisor and members to promote positive health and wellness to the Fisk campus and neighboring communities. Developed health and wellness workshops and funding opportunities for the Fisk Chapter.

**ADDITIONAL EXPERIENCE**

American Public Human Services Association

**Administrative Assistant I, II and III**

6/2000-8/2004

District of Columbia Headquarters Office

Maintained the administration of events management and membership database (including membership reconciliation and invoices); project demands; research/data tabulation; dept. meetings. Provided the administration of conferences and events (mailings, registration, travel, financial reconciliation, coordination of hotel and meeting logistics, agendas and other related correspondence). Created monthly board reports/memos/letters/calendars and handbook for Administrative Assistant I position for Children and Family Services. Administrative support provided to members, State CEOs, state and local human service Administrators, Director of CFS (former), Director of Conferences, Deputy Executive Director of Communications and Member Services and the Director of Human Resources. Executive Administrative Support provided to the Executive Director and APHSA Board of Directors. Additional administrative and conference support provided to the following affiliates of APHSA: American Public Human Services Association-Information Systems Management, American Association of Public Welfare Attorneys, American Association of Food Stamp Directors, American Association of the Interstate Compact on the Placement of Children, National Association of Public Child Welfare Administrators and the National Staff Development and Training Association.

- Served as a member of the Info Tech User Group (four years) and the Employee Advisory Council (two-year term; developed organizational flextime/alternative work schedule program for employees).

Peace Links

**Administrative Assistant and Office Manager**

10/1999-5/2000

District of Columbia Office

Provided administrative supervision of the general operations of the office. Completed financial reconciliation of membership dues & special events. Provided direct contact to clients, members, Executive Director and Board of Directors. Implemented a non-violent, safe-school campaign for the DC Public School System. Database tabulation and other administrative duties.

- Executed a non-violent, safe-school campaign for the DC Public School System.
- Created handbook for the position of “Office Administrative Assistant”.

Georgetown University Hospital

**Medical Secretary II**

6/1998-8/1999

Department of Orthopedics

Prepared medical charts for patients. Interacted with other hospital departments, insurance companies (procedure and diagnosis codes), doctors and other professionals. Provided assistance with patient diagnosis. Scheduled patients for surgery and other hospital services.

Washington Hospital Center

**Medical Secretary II**

5/1998-6/1998

Department of Thoracic Surgery, Urology Oncology

Prepared medical charts for patients. Interacted with other hospital departments, insurance companies (procedure and diagnosis codes) doctors and other professionals. Provided assistance with patient diagnosis.

Certitude, Inc.

**Receptionist**

June 1997

Managed Health Care

Provided direct contact to medical staff, clients, and other managed health care professionals. Handled office supplies (ordering and purchasing) and postal maintenance. Constructed some of the fundamental principles of the company. Devised a manual for the position of “Receptionist”.

**RESEARCH**

Fisk University and Bowie State University

**Chemistry**

1995

- Devised an experiment that challenged the amount of Ascorbic Acid (Vitamin C) in Kool-Aid ®. The title of the experiment was “Determination of the Percent by Mass of Ascorbic Acid (Vitamin C) in Kool-Aid ® by Titrimetric Analysis.”

**Educational Leadership**

2015-2017

- Career Trajectories of Women of Color at State Departments of Education-Doctoral Dissertation.

**Psychology**

1995-1999

- Similarities and differences of Black and White Greek-letter organizations.
- Observer-participant researcher in a naturalistic observation of the PACT (Practicing Abstinence through Communication Training) Program with eighth graders.
- A two-year naturalistic observation of a two-year old child and conducted research with primary education children and the after-school care program.

- A site observation at the House of Ruth to allow one to see through the eyes of a child of domestic abuse.
- Surveyed mid-western states to determine which intelligence test instruments they utilize in their respective school districts.

### **Special Psychology Projects**

- Devised a doll that teaches children their colors, numbers, and alphabets.
- Authored a book for children that teaches them about the zoo and the aquarium while learning their alphabets.
- Assisted psychology faculty with the development of a grant for a program designed to help children with learning and emotional disabilities.

### **PRESENTATIONS**

Beckett-Jones, T. (2022, June). Presenter, *Mitigating the Great Resignation: Best Practices for Retaining Staff in Higher Education*. 2022 NASPA Conferences on Student Success in Higher Education Conference. National Association of Student Personnel Administrators, Baltimore, MD.

Beckett-Jones, T. (2019, June). Keynote Speaker, *Preparing for Our Future*. Pre-Children's Day Workshop. United House of Prayer for All People, Washington, D.C.

Beckett, T. (2016, November). Presenter, *Politics and Prose: Women of Color in State Level Educational Leadership*. The 2<sup>nd</sup> Biennial Meeting of the International Conference on Urban Education (ICUE), San Juan, Puerto Rico.

Beckett, T. (2016, July). Life Beyond High School and Student Life and Services Presentation for the 2016 Mayor's Summer Youth Employment Program. University of the District of Columbia.

Beckett, T. (2015, June). Disability Presentation for the UDC RAIL Online Learning Academy for Faculty, University of the District Columbia.

Beckett, T. (2015, March). Presenter, Disability Transitioning to College-TRIO/Upward Bound, Sponsored by Ballou High School, Washington, DC.

Beckett, T. (2014, November). Presenter, Disability Stigmas, "Melting the Stigma"-Campaign 9:30, University of the District of Columbia.

Beckett, T. (2013, April). Keynote Speaker, Chi Sigma Iota Counseling Academic and Professional Honor Society International Induction Ceremony, Sponsored by Epsilon Delta Chi Chapter, University of the District of Columbia.

Beckett, T. (2013, September). Panelist, *"Think Like a Man"* sponsored by UDC Chapter, Omega Psi Phi Fraternity, University of the District of Columbia.

- Beckett, T. (2013, March). *Keep Calm and Graduate Presentation*, Sponsored by the Undergraduate Student Government Association, University of the District of Columbia.
- Beckett, T. (2012, September, 2011, October). Club and Organization Fall 2011 and Fall 2012 Orientation and Budget Call, Office of Student Life and Services, Division of Student Affairs, University of the District of Columbia.
- Beckett, T. (2012, February, 2011, April). Presenter, “*Self-Esteem: Being the Individual I Want to Be*,” Paving Access Trails for Higher Security (PATHS) Program, University of the District of Columbia.
- Beckett, T. (2011, August, 2008, February). Presenter, “*Self-Esteem and Time-Management: Tools for Becoming the Person I Want to Be*”, Paving Access Trails for Higher Security (PATHS) Program, University of the District of Columbia.
- Beckett, T. (2011, June). Presenter, “*I’m Every Woman: Time Management Tools for Women*,” Paving Access Trails for Higher Security (PATHS) Program, University of the District of Columbia.
- Beckett, T. (2010, October). “Surviving Mid-Terms”: Stress-Reduction Techniques and Effective Study Habits-co-presented with Dr. S. Butler, UDC Counseling Center, University of the District of Columbia.
- Beckett, T. (2010, September). Budget and Financial Management for Clubs and Organizations, Office of Student Life and Services, Division of Student Affairs, University of the District of Columbia.
- Beckett, T. (2010, September). Presenter, “Not Everyone is in the Business of Communication, but Communication is Everyone’s Business”, Bowie State University.
- Beckett, T. (2010, August). Presenter, *Faculty Advising: Student Clubs and Organizations*, Office of Student Life and Services, Division of Student Affairs, University of the District of Columbia.
- Beckett, T. (2010, July). Presenter, *Gateway to Student Engagement*, Sponsored by Civic Engagement Corps, Student Service-Learning Initiative, University of the District of Columbia.
- Beckett, T. (2010, March). Keynote Speaker, MJFU Society Recognition Program-United House of Prayer For All People, Washington, DC.
- Beckett, T. (2010, March). Welcome Address for the National Young Feminist Leadership Conference, Feminist Majority Foundation.
- Beckett, T. (2010, February). Presenter, *Human Resources Strategic Planning*, Bowie State University.
- Beckett, T. (2009, December). Presenter, *A Comparative Analysis*, Bowie State University.
- Beckett, T. (2009, November). Presenter, *Transformational Leadership*-Bowie State University.

Beckett, T. (2009, September). Presenter, “I’m Every Woman: Time Management Tools for Women”- Starting Early, Starting Smart Initiative, Counseling and Student Development Center, University of the District of Columbia.

Beckett, T. (2009, May). Vendor, Annual Transition Fair for Students with Disabilities, Sponsored by the District of Columbia Public Schools.

Beckett, T. (2009, February). Presenter, *Embracing Change: Putting Effective Leadership into Practice*, Bowie State University.

Beckett, T. (2008, August). Presenter, Disability Resource Center Orientation for Faculty-College of Arts & Sciences and School of Business, University of the District of Columbia

Beckett, T. (2008, August). Presenter, UDC and DRC Presentation, DC Interagency Transition Council’s Interagency Training, Sponsored by the DC State Transition Council, District of Columbia Government.

Beckett, T. (2008, June). Presenter, “Disability Etiquette 101”, Sponsored by the Counseling & Student Development Center, In-Service Training, University of the District of Columbia.

Beckett, T. (2008, March) *Domestic Violence Counseling Services Presentation*. Co-presenter with Dr. Butler, *Violence Awareness Week*. Sponsored by Alpha Kappa Alpha & Omega Psi Phi Fraternity.

Beckett, T. (2008, January). Presenter, “College 101: Semester Planning”, Sponsored by the Counseling and Career Development Center Co-curricular Workshop Series, University of the District of Columbia.

Beckett, T. (2007, November) Presenter, “Study Skills”, Freshman Orientation Course, University of the District of Columbia.

Beckett, T. (2007, October, March). Presenter, “My Master Syllabus,” Academic Reinforcement Workshop Series, Division of Student Affairs, University of the District of Columbia.

## **PROFESSIONAL DEVELOPMENT**

*Peer Evaluator*, Middle States Commission on Higher Education (MSCHE), (Selected April 2023).

*Member, No Hunger Campus Coalition, DC Hunger Solutions, An Initiative of the Food & Research Action Center*. (November 2021).

*Proposal Review Committee Member, 27<sup>th</sup> National Conference on Students in Transition* (July 2020). National Resource Center, University of South Carolina.

*Certified Online Instructor*. (July 2020). Sponsored by the University of the District of Columbia Center for the Advancement of Teaching and Learning.

*Blackboard Primer Workshop*. (July 2020). Sponsored by the University of the District of Columbia Center for the Advancement of Learning.

*Ethics Training.* (July 2020, 2021). Sponsored by the District of Columbia Board of Ethics and Government Accountability.

*Rapid Response: Understanding the Final Title IX Rule and Its Impact.* (May 2020). Sponsored by NASPA-Association for Student Affairs Professionals in Higher Education.

*The Impact of COVID-19 on HBCUs.* (May 2020). Sponsored by EAB (Education Advisory Board).

*The Impact of COVID-19 on Colleges and Universities' Accreditation.* (May 2020). Sponsored by the American Association of Blacks in Higher Education.

*Digital Leader: How to Lead, Communicate and Hold Your Team Accountable in a Virtual Environment.* (May 2020). Sponsored by Dale Carnegie Training & Associates.

*Careers in a Changing Era: How Higher Ed Can Fight the Skills Gap Crisis and Prepare Students for a Dynamic World of Work.* (May 2020). Sponsored by Inside Higher Ed.

*From Survive to Thrive: Tipping the Balance to Support a Resilient Workforce During the COVID-19 Crisis and Beyond* (April 2020). Sponsored by Dale Carnegie Training & Associates.

*Sexual Harassment in the Workplace Training* (October 2019). Sponsored by Skillsoft, University of the District of Columbia.

*Hiring Manager and Hiring Panel Chair Annual Training* (July 2019). Sponsored by Skillsoft, University of the District of Columbia.

*Proposal Review Committee Member, 26<sup>th</sup> National Conference on Students in Transition* (July 2019). National Resource Center, University of South Carolina.

*Campus Compact-Mid-Atlantic Presidents' Institute, Systemic Action: Advancing Equity Through College, Career, and Civic Readiness* (November 2018). Selected by UDC President to serve as a University Representative, Washington, DC.

*Proposal Review Committee Member, 25<sup>th</sup> National Conference on Students in Transition* (October 2018). National Resource Center, University of South Carolina.

*24<sup>th</sup> National Conference on Students in Transition* (October 2017). Sponsored by National Resource Center, Costa Mesa, California.

*FERPA & Higher Education:* Sponsored by Prince Georges Community College. (July, 2017).

*TITLE IX: A Manager's Guide to Diversity, Inclusion and Accommodation.* Sponsored by Prince Georges Community College. (July, 2017).

*Accelerated Strengths Coaching Course:* Sponsored by Gallup. Certificate of Completion. (January, 2017).

*Restricting Alcohol Outlet Density: From Theory to Practice Webinar.* Sponsored by the US Substance Abuse and Mental Health Services Administration (SAMHSA). (July, 2015).

*SOAR to Success Series* (July, 2015). Sponsored by Steve Harvey & Steve Harvey World Group.



*2015 Historically Black Colleges and Universities Student Success Summit* (June, 2015). Sponsored by the Association of Public Land-Grant Universities, Atlanta, GA.

*Certification: Youth Mental Health First Aid USA*, Sponsored by Maryland Coalition for Children and Families. (June, 2015).

*Dealing with Debt Webinar*. Sponsored by Inside Higher Ed. (June, 2015).

*FERPA Compliance Training: Minimizing Your Risks*. Sponsored by the University of the District of Columbia. (June, 2015).

*Keeping Our Schools Safe: Best Practices in Emergency Preparedness Webinar*. Sponsored by Campus Safety. (May, 2015).

*Kognito's At-Risk Suicide Prevention Training for Faculty & Staff*. Sponsored by SOAR, University of the District of Columbia. (February, 2015).

*Veterans Affairs Training*. Sponsored by the US Department of Veterans Affairs. (January, 2015).

*Radical Success Institute* (January, 2015). Sponsored by Steve Harvey & Steve Harvey World Group.

*Preventing Discrimination and Sexual Violence: Title IX and the SaVE Act for Faculty and Staff Course*. Sponsored by Workplace Answers. (January, 2015).

*Best Practices in Higher Ed Emergency Notification Policy Development and System Integration Webinar*. Sponsored by Inside Higher Ed. (September, 2014).

*Improving School Emergency Preparedness, Communication and Response Workshop*. Sponsored by Campus Safety. (April, 2014).

*Globalization in Higher Education Webinar*. Sponsored by Inside Higher Ed. (April, 2014).

*Assessing College and Career Readiness Webinar*. Sponsored by Pearson. (March, 2014).

*Kurzweil 3000 Firefly Webinar*. Sponsored by Kurzweil. (March, 2014).

*Bullying on Campus in the Electronic Age Webinar*. Sponsored by Anti-Defamation League. (November, 2013).

*Lawful Hiring Training*. Sponsored by UDC and Workplace Answers. (September, 2013 & June, 2015).

*Certification: TIPS (Training for Intervention Training) Trainer for University Students, Alcohol Prevention Education*. Sponsored by TIPS. (September, 2012 & October, 2011).

*Title IX & Sexual Harassment*. Sponsored by US Department of Education and Office of Civil Rights. (September, 2012).

*Certificate of Completion-Unlawful Harassment Prevention for Higher Education Training*. Sponsored by Workplace Answers. (May, 2012).

*Early Alert Student Training.* Sponsored by the Office of First-Year Experience Program, Office of the Provost, Division of Academic Affairs, University of the District of Columbia. (December, 2011).

*Noel-Levitz Retention and Customer Service Training.* (November, 2011).

*TIPS (Training for Intervention Training) for Campus Substance Abuse Prevention and Intervention.*  
Sponsored by Health Communications, Inc. and UDC Counseling Center. (September, 2011).

*Banner Financial Training.* Sponsored by the DC Office of Finance and Budget. (September, 2011).

*Safe Space Training for the LGBT Community.* Sponsored by the UDC TAG (The Alliance Group) and George Mason University. (August, 2011).

*Financial and Budget Process Training with an emphasis on BANNER Information System.* Sponsored by DC Office of the Chief Financial Officer. (June, 2011).

*Involuntary Withdrawals: Prevention, Procedures and Protection Workshop.* Sponsored by UDC Student Affairs. (March, 2010).

*Podcasting and Video for the Classroom Workshop.* Sponsored by the UDC Learning Resources Division & Certificate of Appreciation. (January, 2010).

*SOAR 4 Learning Communities Institute* (Summer, 2009). University of the District of Columbia.

*Working with Lesbian, Gay, Bisexual, Transgender, Questioning and Queer Undergraduates Workshop.*  
Sponsored by Dr. Edward Cannon, UDC Counseling Center. (April, 2009).

*Multiple Minorities Identities Training.* Sponsored by Dr. Reginald Nettles, UDC Counseling Center. (April, 2009).

*Charting the Changes: FERPA & ADA Video Seminar.* Sponsored by UDC Division of Student Affairs. (March, 2009).

*Writing Winning Grants Workshop.* Sponsored by UDC Office of Sponsored Programs and Graduate Studies & Research. (March, 2009).

*Grief & Mourning of Loved One Webcast.* Sponsored by Counseling & Student Development Center. (March, 2009).

*Disability Sensitivity & Awareness Training.* Sponsored by DC Office of Disability Rights. (February, 2009).

*Confidentiality Workshop.* Sponsored by UDC Counseling & Student Development Center. (February, 2009).

*Student Wellness Suite Webinar.* Sponsored by UDC Counseling and Student Development Center. (February, 2009).

*How to Teach Online Workshop.* Sponsored by the UDC Myrtilla Minor Professional Development Academy. (January, 2009).

*Mental Health Issues on Campus Presentation.* Sponsored by UDC Counseling & Student Development. (January, 2009).

*Counseling Sexual Trauma Clients Training.* Sponsored by Dr. Molina-DC Rape Crisis Center. (December, 2008).

Capital Area AHEAD Event, *Executive Function Impairments in High IQ Students with ADHD.* (December, 2008). Sponsored by -Dr. Thomas E. Brown, Loyola College. (December, 2008).

*Liability Issues in College Counseling Centers Presentation.* Sponsored by Attorney Wheeler. (November, 2008).

*Developing a Successful Retention Program Presentation.* Sponsored by the University Student Retention Committee, (October, 2008).

*Issues working with Latino Clients Training.* Sponsored by the Counseling & Student Development Center. (October, 2008).

CCDC's In-Service Training, Participant, which included workshops on the following topics: *Stress & Mindfulness* (Dr. Curry); *What You Really Need to Know About Psyc Meds* (Dr. Fardis)

*Assessment in Learning Presentation.* Presented by Dr. LaVerne Blagmon-Earl, Myrtilla Miner Professional Development Academy, UDC. (March, 2008).

Trained as a test proctor for Accuplacer Placement Test. Division of Student Affairs. (December, 2007).

*Sexual Assault & College Students Workshop.* Sponsored by DC Rape Crisis Center. (August, 2007).

*Pacific Crest's Process Educator's Conference.* (June, 2007). Sponsored by the Division of Academic Affairs, University of the District of Columbia.

*Hot Topics Seminar.* Sponsored by National Capitol Coalition for Disability Support Services, Howard Community College. (April, 2007).

*Pacific Crest Teaching Institute.* (April, 2007). Sponsored by the Division of Academic Affairs, University of the District of Columbia.

*Dr. Jobes' Suicide Prevention Presentation, Video and Webinar.* University of the District of Columbia. (March 2007).

*Orientation and Goal Setting Presentation.* Sponsored by Dr. Kevin Naiker. UDC. (March 2007).

*Personal Empowerment Workshop.* Sponsored by Dr. Benson Cooke, Department of Psychology. UDC. (March 2007).

Completed Online Course (Part I) -*Suicide Prevention Training.* UDC. (January, 2007).

*“Making Sense Out of Depression”* presented by Dr. LaVonne Browne. (November, 2006).

*Sexual Harassment Prevention* presented by Drs. Carl Barham & Rita Robinson. (October, 2006).

*Student Adlerian Society (BSU)/McAbee Adlerian Psychology Society Spring Conference*. Bowie State University. (2001).

*Managed Care Institute and Behavioral Health 2001 Spring Symposium*. Child Welfare League of America. (2001).

Maryland Association for Multicultural Counseling and Development (MAMCD) in conjunction with Bowie State University 2001 Conference-*Our Beloved Youth, Violence and Prevention: Issues That Impact A Multicultural Society*. Bowie State University. (2001).

*Language Line Training*. District of Columbia Government. (2004).

### **HONORS & AWARDS**

<i>Innovation in Leadership Award</i> Leadership Team Member Award University of the District of Columbia, Division of Student Development & Success	2022
<i>Outstanding Service Award</i> University of the District of Columbia, Division of Student Development & Success	2022
<i>Campus Spotlight Feature</i> University of the District of Columbia	2018
<i>Chair’s Award, Dissertation</i> Graduate School Annual Doctoral/Master’s Research of the Year Award Bowie State University	2017
<i>Excellent Service</i> Division of Student Development and Success, University of the District of Columbia	2017
<i>Excellent Service &amp; Certified Event Planner Awards</i> Division of Student Development and Success, University of the District of Columbia	2016
<i>Certificate of Appreciation, Founders’ Day Convocation &amp; Awards Program</i> University of the District of Columbia	2015
<i>Certificate of Appreciation, Research Academy for Integrated Learning</i> University of the District of Columbia	2015
<i>Speaker, Chi Sigma Iota Graduate Counseling Club Induction Ceremony</i> University of the District of Columbia	2015

<i>Honoree, “Celebrating Alumnae in the Health Profession”</i> Benjamin Banneker Academic High School, Washington, DC	2014
<i>Certificate of Appreciation, Psychology Students for Social Responsibility</i> Undergraduate Chapter, University of the District of Columbia	2013
<i>Letter of Appreciation, Omicron Delta Epsilon International Honor Society</i> <i>for Economics Induction Ceremony</i> , University of the District of Columbia	2013
<i>Capstone Showcase Judge, Certificate of Appreciation</i> , Myrtilla Miner Professional Development Academy/Scholars on a Roll, University of the District of Columbia	2011
<i>Service Award</i> , Office of Community and Civic Engagement University of the District of Columbia	2011
<i>Certificate of Appreciation, Outstanding Contribution</i> , Alpha Phi Alpha Fraternity, Inc. Eastern Region.	2010
<i>Certificate of Appreciation, Valuable Participation</i> , Persons with Disabilities Club, University of the District of Columbia	2008
<i>Certificate of Appreciation, Outstanding Contribution</i> , Team 100 Retention Initiative Workshop Series, University of the District of Columbia	2008
<i>Certificate of Appreciation, “ADA 1973 &amp; Section 508”</i> , Persons with Abilities Club, University of the District of Columbia	2008
<i>Woman Leader of the University</i> , Women’s Initiative, Chew & Chat University of the District of Columbia	2007
<i>Certificate of Appreciation, Outstanding Commitment and Dedication</i> Disability Resource Center, University of the District of Columbia	2007
<i>Achievement Award, Exceeding Individual Status 26 Successful Employment</i> <i>Outcome Goals for FY 2005</i> , Rehabilitation Services Administration, District of Columbia Government	2005
<i>Excellence Award, Go Club Member Award</i> , Rehabilitation Services Administration, District of Columbia Government	2005
<i>Spirit of Service Award, Outstanding Commitment to Quality Service</i> <i>and Customer Satisfaction</i> , Rehabilitation Services Administration, District of Columbia Government	2005
<i>Certificate of Completion, Job Placement and Development: Strategies</i> <i>for consumers with Substance Abuse, Depression, and/or HIV/AIDS</i> The George Washington University Regional Rehabilitation Continuing Education Program (GWU/RRCEP)	2004

## PROFESSIONAL ASSOCIATIONS

American Society for Administrative Professionals	2021-present
International Association of Administrative Professionals	2021-present
Society for Human Resource Management (SHRM)	2021-present
<ul style="list-style-type: none"> <li>• Member</li> <li>• SHRM Executive Network, Founding Member</li> </ul>	
American Association of University Women (AAUW)	2019-present
<ul style="list-style-type: none"> <li>• Member</li> </ul>	
National Council of Negro Women (NCNW)	2019-present
<ul style="list-style-type: none"> <li>• National Member</li> <li>• Member, Mitchellville-Bowie, MD Section</li> </ul>	
NASPA, Student Affairs Administrators in Higher Education	2017-present
<ul style="list-style-type: none"> <li>• Member</li> <li>• Member, Conference Advisory Committee, 2022 Student Success in Higher Education Annual Conference</li> <li>• Member, Conference Advisory Committee, 2023 Annual Conference</li> <li>• Member, NASPA Knowledge Communities</li> </ul>	2021
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>○ Dismantling Systemic Barriers Conference Track</li> <li>○ Program Proposal Review Committee Member</li> </ul> </li> <li> <ul style="list-style-type: none"> <li>○ SA Speaks Sub-Committee</li> <li>○ Mentor, SA Speakers</li> </ul> </li> <li> <ul style="list-style-type: none"> <li>○ Administration in Graduate &amp; Professional Student Services</li> <li>○ African American</li> <li>○ Assessment, Evaluation and Research</li> <li>○ Disability</li> <li>○ Parent &amp; Family Relations</li> <li>○ Student Affairs Fundraising &amp; External Relations</li> <li>○ Wellness &amp; Health Promotion</li> <li>○ Womxn In Student Affairs (new committee name)</li> </ul> </li> </ul>	2022
Association of Higher Education and Disability (AHEAD), National	2006-present
<ul style="list-style-type: none"> <li>• Member</li> </ul>	
Capital Area AHEAD	2009-2006
Association of Higher Education and Disability, Washington, DC	
<ul style="list-style-type: none"> <li>• Board Member</li> <li>• Membership Coordinator</li> </ul>	2009-2007 2007
American Counseling Association (ACA) Washington, DC	2004-2001

American Psychological Association (APA) Washington, DC	2004-2001
Member for the following Special Interest Groups (SIGS):	
<ul style="list-style-type: none"> <li>• APA for Graduate Students (APAGS)</li> <li>• Children and Family Services Committee</li> <li>• Division of Counseling Psychology</li> </ul>	
Bowie State University Alumni Association Bowie, MD	2004-present
Peace Links Youth Task Force Washington, DC	2000-1999
President, DC Chapter, National Black Women's Health Project Washington, DC	2001-1999
National Black Women's Health Project Washington, DC	1999-1994
Fisk University National Alumni Chapter Nashville, TN	1999-present
Fisk University DC Alumni Chapter Washington DC Metropolitan Area	1999-present

### **PROFESSIONAL SERVICE**

Member, Go Daddy Customer Council	2022-present
Expert VIP, Fairygodboss Network & Software Company	2020-present
Charter Member, Radical Success Inner Circle Radical Success Institute, Doreen Rainey, Founder	2018-2021
Graduate Student Professional Mentor, Organizational Leadership Course University of Phoenix, MBA Program	2014
Reader Advisory Board, The Washington Post	2011-2015
Reader Panel Member, American Baby Magazine	2009-2006

### **PUBLIC SERVICE**

Chair, Board of Directors, Parent Teacher Association (PTA) Catherine T. Reed Elementary School, Lanham, MD	2015; 2018
President, Parent Teacher Association (PTA)	2015-2013



Catherine T. Reed Elementary School, Lanham, MD

*\*Awarded over \$2K in Prince Georges County Special Appropriation Grants*

*\*An Award-winning MD PTA Chapter*

Chair, School Uniform Committee, Parent Teacher Association (PTA)

2015-2013

Catherine T. Reed Elementary School, Lanham, MD

*\*Historic School Uniform Initiative*

Member, Catherine T. Reed Elementary School Based Management Team  
Lanham, MD

2015-2013

Secretary, Parent Teacher Association (PTA)

2013-2009

Catherine T. Reed Elementary School, Lanham, MD

Tutor, YWCA, Nashville, Tennessee

1999-1994

Volunteer, Columbia Hospital for Women, Washington, DC

1994

Student Librarian, Watha T. Daniel Library, Washington, DC

1994

#### **FRATERNAL ORGANIZATIONS**

Beta Zeta Chapter, Zeta Phi Beta Sorority, Inc.

2003-present

Washington, DC

- Graduate Advisor, Alpha Chapter, Howard University

2005-2003

Daughters of Isis, Mecca Court #2

2001-present

Prince Hall Affiliation, Washington, DC

Order of the Eastern Star, Chapter # 1

2000-present

Prince Hall Affiliation, Washington, DC

## Fiscal Impact Statement

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**TO:** The Board of Trustees  
**FROM:** Managing Director of Finance *David A. Franklin*  
**DATE:** September 12, 2023  
**SUBJECT:** Executive Appointment of Dr. Trelaunda Beckett as the Interim Chief Student Development and Success Officer

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### Conclusion

It is projected that there are sufficient unrestricted funds in the University of the District of Columbia's FY2023 budget—and beyond—to cover the cost of the salary and benefits associated with the appointment of the Interim Chief Student Development and Success Officer. The role will report to the President and be a member of the President's Executive Cabinet.

### Background

The proposed resolution is to appoint Dr. Trelaunda Beckett as the Interim Chief Student Development and Success Officer. Dr. Beckett's appointment will be effective September 13, 2023 for a period not to exceed one (1) year, September 13, 2024. The resolution is in accordance with the District of Columbia Municipal Regulations, 8B DCMR §§210 through 213. Dr. Beckett currently serves as the Associate Vice President and Dean of Students. Prior to this role, she served as the Special Assistant to the Chief Student Development and Success Officer from 2018 to 2022.

Upon completion of the appointment, the employee will revert to their regular administrative appointment of Associate Vice President and Dean of Students, with all associated compensation and benefits of that position.

### Financial Impact

The salary for this appointment will be Grade 1, Step 4 on the non-union administrative salary schedule, paying \$234,269 per year, with related benefits of \$60,910. The employee will continue to be fully eligible for cost-of-living increases in accordance with applicable University policy. They will also continue to be eligible for and may participate in the University of the District of Columbia health insurance, life insurance, retirement, and disability programs in the same manner and under the same conditions as regular

administrative employees hired on or about the date of their initial appointment. The University will contribute the equivalent of seven percent (7%) of the employee's salary to their Teacher Insurance Annuity Association (TIAA) retirement. The employee leave accrual rates are as follows: annual leave accrual of seven (7) hours per pay period and sick leave of four (4) hours per pay period.

This request has been approved based upon the information provided. There are no anticipated risks at this time.