

# JEANAIS BRODIE

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## HIGHER EDUCATION LEADERSHIP/PROGRAM DEVELOPMENT

Extensive collegiate and university management career with both public and private institutions. Student advocate with strong administrative background successfully providing innovative and visionary leadership to diverse operations, programs and services. Significant experience leading housing operations and student life programs. Effectively collaborates with students, faculty, administration and community to build meaningful partnerships for learning and social change. Astute negotiator with a focus on creating solutions, implementing strategies and achieving results.

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## EDUCATION

**San Francisco State University**, San Francisco, CA  
MA, Adult Education, Program Planning & Development

**Bucknell University**, Lewisburg, PA  
National Urban Fellowship, MPA, (all course work completed)

**Hampshire College**, Amherst, MA  
BA, Educational Philosophy & Theory, Multi-Cultural Education

## PROFESSIONAL EXPERIENCE

**PIMA COMMUNITY COLLEGE**, Tucson, AZ  
**Student Services Advanced Specialist, Assessment & Testing Center** 2015 - 2018  
Campus Test administrator responsible for oversight of placement and academic testing.

**UNIVERSITY OF ARIZONA**, Tucson, AZ  
**Program Director, Transfer Student Services/National Student Exchange Program** 2009-2014  
Hired to provide vision and leadership for the design and establishment of a center and services to serve over 4,000 transfers and prospective transfer students. Re-establish, coordinate and administer all aspects of National Student Exchange, a domestic exchange program. Supervised the build-out of the Transfer Student Center space, established the department operational policies and practices, Hired and trained staff and developed center programs. The re-establishment of the NSE program increased participation by 75%. Extensive student contact for advisement around academic, career, and life planning/challenges.

**SIMMONS COLLEGE**, Boston, MA  
**Director of Residence Life** 2004-2008  
As part of an urban campus, create, manage, and evaluate a comprehensive residential program for 1200 students, predominantly undergraduate women. Develop and assess policies and practices that maximize the educational benefits of residential living. Participate in all planning for Residence Hall Renovations. Infuse the College's Technology infrastructure into departmental daily operations. Responsible for the recruitment, selection, training, and supervision of a professional and para professional staff. Responsible for fiscal management of department and for effective collaboration with departments throughout the College.

**IDEA CONNECTIONS**, Rochester, NY 2002 - 2004  
**Senior Associate**  
Served as consultant on two agency projects:  
*Police and Community Relations focused on issues of diversity* - Assisted in research on Police and community relations; conducted interviews with police personnel and wrote survey findings.  
*Diversity Training Project* - Responsible for research and development of training materials used to implement a major municipal diversity project. Assisted in overall diversity project design.

**ROCHESTER INSTITUTE of TECHNOLOGY, Rochester, NY****1998 - 2002****Director of Center for Residence Life**

Led a comprehensive residence life program encompassing over 6,500 deaf, hard of hearing and hearing students assigned to traditional-style residence halls, fraternities and sororities, special interest floors and campus apartments.

- Supervised completion of a \$69 million residence hall renovation.
- Developed and administered \$13 million department operational budget and \$8 million capital budget.
- Supervised department staff of 35 full-time and 275 part-time, para-professionals.
- Restructured the department resulting in more effective and efficient operations.
- Redesigned housing application process and updated the information program.
- Assessed departmental technology needs and coordinated hardware and software upgrades.

**CALIFORNIA STATE UNIVERSITY, Monterey Bay, CA****1994 - 1998****Director of Housing and Food Service**

Member of initial team responsible for defense conversion project on former Fort Ord military base. Project consisted of 1257 housing units and over 40 additional buildings for residence halls and community space. First Director of Housing & Food Service, responsible for establishing a new comprehensive housing and residential life program. Worked closely with federal and local government agencies and municipalities to resolve transitional issues.

- Determined staff size and composition, established job standards and developed job descriptions.
- Designed and implemented staff hiring, selection and training processes.
- Created housing marketing materials which included brochures and applications.
- Designed housing assignment process.
- Assisted finance department to develop department chart of accounts.
- Developed full service maintenance contract for grounds, building maintenance and repair and custodial services.
- Led design and implementation of Residential Education/Student Development Program; Facility Maintenance standards and program; Budget Accounts and Administrative functions, and Conferencing uses of housing facilities.
- Identified campus food service needs, developed RFP, coordinated bid process and contractor selection.
- Developed performance standards and administered food service contract.
- Collaborated with Dean and faculty to develop living/learning environments to integrate with academic plan of University.

**UNIVERSITY OF CALIFORNIA****1983-1994**

Santa Cruz Campus

**Associate Director Housing and Food Services, Santa Cruz, CA****1989 - 1994**

Member of senior management team of a large operation with an annual operating budget over \$23 million, a major maintenance reserve of over \$8 million and campus housing for over 4000 students and extensive summer conference program.

- Supervised operation of five sub-units (off-campus housing, RV camper park, graduate student housing, faculty housing and family student housing) within Housing Services and assumed duties of Director in his absence.
- Represented Director of Housing and Food Services to a variety of campus units as well as UC office of the President. Interacted with Chancellor Office personnel, Vice Chancellors, other unit managers and college administrative officers on committees and work projects.
- Provided staff support to Director by conducting research and analysis, and making oral and written presentations to Director and higher administrators on a variety of policy and operational topics.
- Managed operational policy development and departmental personnel policy and procedures.
- Administered all food service contracts for campus restaurants and dining facilities. Coordinated bid process for Food Service Contract totaling in excess of \$5 million.

**UNIVERSITY OF CALIFORNIA** Irvine Campus**Director Campus Village/Irvine Meadows West Housing, Irvine, CA**

1984 - 1989

Directed all activities related to operations, programs, and services of Campus Village, a 31- building complex housing 800 undergraduate students in 200 apartment units. Complex included a 15,000 sq. ft. Community Center operation (in 5 buildings) with food service facility, health fitness facility (with sauna bath, Jacuzzi, weight room and aerobic room), recreational and study areas.

- Responsible for residential support programs, student advisement, disciplinary procedures, administrative services, building maintenance, grounds, custodial services, food services, budgetary process (\$2.5 million operating, \$225,000 major maintenance) and summer conferences (annual income \$100,000 - \$156,000).
- Directed all activities related to operations, programs and services of Irvine Meadows West, a recreational vehicle park housing 120 graduate and undergraduate students in 80 units. The park included shower and bath facilities, laundry room and a community trailer (\$98,500 operating budget).
- Supervised 13 full-time career personnel and 65 part-time casual employees.

**ADDITIONAL EXPERIENCE****University of California, Santa Cruz, Santa Cruz, CA**

Campus Test Administrator

**University of California, San Diego, San Diego, CA**

Resident Dean (Acting) Warren College

**Housing Commission, San Diego, CA**

Executive Assistant to Director

**University of California, Davis, CA**

Director of AIRE Center (Learning Resource Center)

**TEACHING EXPERIENCE**

- UC Irvine - Freshman Seminars/ First Year Experience
- Resident Assistant Classes - Communications
- California State University Monterey Bay new student seminars (Freshmen & Transfers)
- San Francisco State University graduate seminar in Adult Education & Curriculum design
- Rochester Institute of Technology Leadership Seminars
- Rochester Institute of Technology First Year Experience

**PROFESSIONAL DEVELOPMENT**

- Organizational Development and Group Facilitation, National Training Laboratory, ME
- Management Skills Assessment Training Program - Assessor, CA
- University of California Management Institute, CA
- Grantsmanship Writing - Grantsmanship Center, CA
- Pacific Management Institute - Designing Residential Environments, CA
- Emergency Preparedness Training - California Specialized Training Institute, CA
- University of California Management Institute, CA
- Total Quality Management Institute, CA
- Master Coach Training – Coaching Students and career Professionals, NY
- National Coalition Building Institute (NCBI), Diversity Training, NY
- Human Resource Training Series, NY

### **PROFESSIONAL COMMITTEES/TASK FORCE**

- University California San Diego - Warren College Housing Design Committee
- University California - Enrollment and Retention Task Force
- University California - 5 Year Student Affirmative Action Review Committee
- University California System Wide Staff Affirmative Action Committee
- Hampshire College Board of Trustee Member
- Hampshire College Trustee Committee on Educational Policy and Development
- Santa Cruz Housing Commission, Member (Mayoral appointment)
- City of Santa Cruz, Housing Element Task Force – helped to write the city's 10 year Housing Element
- Rochester Institute of Technology - Campus Landscape Master plan Committee
- Rochester Institute of Technology - Student Affairs Technology Development & Training Task force
- Rochester Institute of Technology - Diversity Action Network
- Rochester Institute of Technology - Student Behavioral Consultation Team
- Simmons College - Committee on Student Health (COSH)
- Simmons College - Diversity Council
- Simmons College - Technology Advisory Committee
- University of Arizona – Advising Taskforce
- University of Arizona – Transfer Taskforce

### **PRESENTATIONS/WORKSHOPS**

- University California Irvine - Faculty Retreat - Minority Faculty Recruitment & Retention, Diversifying the Curriculum
- University California Irvine - Leadership Retreat - Dealing with Diversity - Conflicts are not Always Fights
- University California Irvine - Student Affairs Management Retreat - Racism Awareness Workshop
- Northern RAP keynote address - Making Magic Happen
- California State University Monterey Bay - Martin Luther King Celebration - The Dream Lives On
- Western Associate College University Housing Officers – Starting a New University and Residential Learning Program
- ACUH0-1 Presentation – How to use Benchmarking Data
- NASPA panel presentation - Student Behavioral Consultation Team
- ACUH0-1 Presentation - Reinventing the RA Role