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EXPERIENCE

Associate Dean for Student Affairs and Diversity

Vermont Law School, South Royalton, Vermont, August 2001-Present

As the Dean for Student Affairs, serve as the law school's senior student affairs officer, reporting to the Dean/President on fostering and advancing a strategic and integrated approach to student affairs.

- Dynamic, visionary leader noted for personal and professional integrity to inspire students, work well with faculty and staff, engage its distinguished alumni and the local community, and guide the institution to an even greater level of achievement and renown
- Demonstrated record and senior level leadership at an institution of higher education with proven strength enhancing the quality of student life and managing the student affairs portfolio with efficacy, strategic vision, and intellectual vitality
- Work collaboratively with various departments in the law school including Academic Affairs, Academic Success Program, career development, finance and administration, Human Resources, Office of Institutional Advancement, Admissions, and the Environmental Law Center, in creating and implementing robust programs and services to engage students in curricula and co-curricular learning experiences supporting students' personal, academic, and professional development
- Advise and mentor student bar association and 30 other student organizations as they develop leadership abilities and practice life skills, self-governance and organizational management, and student activities
- Chairing Student Services Committee
- Administering and enforcing the Vermont Law School Code of Conduct
- Organizing the new student orientation program
- Managing the daily and strategic operations of the Office for Student Affairs including the budget, administration, staffing, and reports to the deans, faculty, and board of trustees

As the Dean for Diversity report to President/Dean and serve as a member of the president's/dean's administrative cabinet creating a unique environment for manifesting a commitment to cultural diversity, promoting law school-wide diversity goals and initiatives, and highlighting the value of diversity throughout the school as it relates to the school's diversity plan.

- Enhancing the school environment by facilitating a process that provides a welcoming and supportive community for students, faculty, and staff regardless of personal experiences, race, religion, color, gender, sexual orientation, national origin, age, and gender identity expression
- Working in collaboration with the President, Dean for Admissions, Vice Dean for Academic Affairs, executive staff, and community leadership groups to develop and foster programs that will create an open, comfortable, and welcoming environment free from discrimination and harassment

- Providing strategic direction in recruiting and retaining diverse students, faculty, and staff
- Collaborating with faculty on implementing diversity in various parts of the curriculum
- Advising and mentoring all diversity student organizations
- Developing, implementing and assessing diversity and cultural awareness programs
- Ability to multi-task and work cooperatively and efficiently with others
- Demonstrated experience in investigating and resolving grievances related to discrimination and/or harassment
- Providing key diverse speakers to the Vermont Law School community including:
 - Attorney Fred Grey, Civil Rights Activist and Counsel for Rosa Parks and Dr. Martin Luther King, Jr.
 - Attorney Elaine Jones, Former Counsel/Director of NAACP Legal Defense Fund
 - Congressman John Lewis, Civil Rights Activist; speech published in the Vermont Law School Law Review Journal
 - Attorney Julius LeVonne Chambers, Prominent Civil Rights Attorney and Former Counsel/Director of NAACP Legal Defense Fund; speech published in the Vermont Law School Law Review Journal
 - Mayor James Perkins, First Black Mayor of Selma, Alabama

Associate Professor, Vermont Law School, South Royalton, Vermont, 2002-Present

- Taught Non-Profit Organizations course for three years
- Currently teaching Race in the Law Seminar
- Currently teaching Civil Rights Seminar “Eyes on the Prize”

Director of Alumni Affairs; Special Assistant to Admissions

Vermont Law School, South Royalton, Vermont, 1999-2001

Managed and implemented alumni relations program. Developed marketing goals and strategies. Maintained ongoing contact with and supported alumni chairs. Recruited, interviewed, and advised prospective students.

- Established new regional groups and clubs
- Designed guidelines and procedures for regional and affinity groups
- Implemented new alumni mentoring project
- Increased enrollment of minority students by 15% (22 states and three foreign countries)

General Counsel

United Black Fund, Inc., Washington, D.C., 1988-2006

Served as legal advisor to United Black Fund, United Black Fund of America, and International Black Fund. Drafted motions and briefs. Incorporated state and local chapters of the United Black Fund. Prepared Combined Federal Campaign and D.C. One Fund applications. Supervised administrative staff.

- Promoted from associate counsel
- Instrumental in obtaining IRS 501(c)(3) status for over 30 community, health, welfare, education, and human care agencies

Associate Counsel

Law Office of Wilhelmina J. Rolark, Washington, D.C., 1988-1999

Responsible for 60 cases including litigation, legal resources, investigation, trial preparation, writing negotiations, staff supervision and related matters. Managed legal, investigative, and civil matters. Litigated civil cases in municipal and federal courts.

- Negotiated leases for D.C. school board and other government agencies
- Performed extensive legal research and analysis
- Aided with changes to D.C. Superior Court Employees Rules and Procedures Manual

Legislative Assistant, Committee on Judiciary,

Council Member Wilhelmina J. Rolark, Washington, D.C., 1986-1988

Resolved constituent problems, interfaced with government and community organizations, drafted resolutions and bills addressing a variety of public safety and justice issues. Monitored legislative sessions, roundtable discussions, public hearings and committee sessions. Researched proposed legislation.

EDUCATION

Vermont Law School, South Royalton, Vermont

- Juris Doctor, May 1986
- Alumni Association Award recipient, May 1986
- Debevoise Family Scholarship recipient
- Founder – Minority Student Group
- Women’s Law Group
- Employed 15 hours per week during academic year

Southeastern University, Washington, D.C.

- Bachelor of Science in Public Administration, May 1981
- Summa Cum Laude
- Dean’s List
- Delta Sigma Theta Sorority, Inc.

PROFESSIONAL ORGANIZATIONS

- District of Columbia Bar Association 1986 – Present
- National Bar Association 1988 – Present
- Vermont Law School Alumni Association Board of Directors 1997 – 1999
- Vermont Law School Board of Trustees Staff Representative 1999 – 2001
- American Bar Association 2001 – Present
- American Law Schools Association 2001 – Present
- United Black Fund, General Counsel 1998 – 2004

PROFESSIONAL APPOINTMENTS

- Vermont State Police Advisory Commission 2003 – Present
Appointed by Governor James Douglas

COMMENCEMENT AND DIVERSITY PRESENTATIONS AND WORKSHOPS

- South Royalton High School 2001 – Present
- Sharon Academy 2001
- Sharon Elementary School 2010
- St. Johnsbury High School 2009
- Chelsea High School 2004 and 2018
- Tunbridge Elementary and Middle School 2002 and 2008
- Kimball Academy 2008
- Randolph National Bank 2006 – 2007
- Weight Watchers 2003 – 2004

PROFESSIONAL PRESENTATIONS

2007-2016

- American Association of Law Schools
- Facilitator, Environmental Law in the Minority Community Today and Beyond
National Black Pre-Law Conference and Law Fair
- The Fourth Annual Caribbean Law Fair, University of Virgin Islands
St. Thomas Campus - Law School: Is Law School Right For Me?
St. Croix Campus - How Do I Get Into Law School?
- Panelist, What Lawyers Do
Law School Admissions Council (LSAC), Atlanta Forum,
- Panelist, Making the Transition from College to Law School: How to Prepare for the
Academic Demands of a Professional Legal Education before Starting Law School
National Black Pre-Law Conference and Law Fair
- Moderator, The Law School Academic Experience
- Presenter, Tugaloo College Pre Law Advisory Program
- Panelist, Law School Preparation Programs
- Workshop Facilitator, Council on Legal Education Opportunity Conference and Law Fair,
Mock Admission Committee

2017

- Moderator, Race, Culture and the Law School Experience Panel - Life as a Black Law
Student: How to Navigate the Additional Challenges of Prejudice and Bias in the Law
School Environment and How to Positively Contribute to the Law School Community
Third Annual Joint National Black and Hispanic Pre-Law Conference and Law Fair
- Moderator, Race, Culture, and the Law School Experience Panel
13th Annual National Black Pre-Law Conference and Law Fair
- Moderator, Law Students Panel
Historically Black Colleges and Universities Conference
- Critique movie “Selma”
University of Keene, New Hampshire critique of the movie “Selma”

2018

- Moderator, Diversity and the Law School Experience
Fourth Annual National Black Pre-Law Conference
- Keynote Speaker, Voices from the Mountaintop
Michigan State University College of Law
- Keynote Speaker, Throwback Thursday: A Historical Analysis of Diversity
12th Annual Meeting of Law School Diversity Professionals
- Panelist, Diversity and Inclusion in American Law School: Where we were, Where We Are and Where We Need to Be
Fifth National Diversity Pre-Law Conference and Fair

2019

- Facilitator, Implicit/Unconscious Bias Training
Vermont College of Fine Arts, Board of Trustees Meeting
- Diversity Presentation Black History Month
Law School Admissions Council (LSAC)
- Moderator, Race, Culture, and the Law School Experience
The National Black Pre-Law Conference and Law Fair
- Speaker, Who was Dr. Martin Luther King, Jr.?
The Sharon Elementary School
- Speaker, Literature of the Civil Rights Movement
Thetford Academy
- Moderator, Race, Culture, and the Law School Experience
Historically Black Colleges and Universities Conference

AWARDS AND RECOGNITION

- Student Bar Association Staff Service Award 2001-2002
- Women’s Law Group Phenomenal Woman Award 2011 & 2013
- Commitment to the Cause Award, Black Pre-Law Conference 2014
- Windsor and Orange County Democratic Committees
“Women Making a Difference” Award 2017
- Vermont Law School Black Law Students Association Leadership Award 2018
- Michigan State University College of Law Facilitating Change Agent Award 2018
- Council on Legal Education Opportunity (CLEO) Edge Diversity Award Recipient 2018
- 15th Annual National Black Pre-Law Conference and Law Fair
Legal Education Access & Diversity Champion Award 2019

COMMUNITY SERVICE

- Tunbridge Fair
- Weight Watchers
- Randolph National Bank
- Buddies After School Program
- Vermont Law School Safe Ride
- SCORE Youth Summit
- Sharon Elementary School
- Thetford Academy