

## References

Miron P. Billingsley

### **SUPER VISORS**

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### **PROFESSORS**

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### **COMMUNITY**

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### **STUDENTS**

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## CURRICULUM VITAE

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### EDUCATION

- 2000-2005     **Doctor of Occupational and Adult Education Degree (Ed.D.)**, Oklahoma State University  
Major: Adult Education  
Dissertation: "We'll Leave the Light on for You": The Retention of Students at a Historically Black College or University (Oklahoma)
- 1992-1995     **Master of Arts (M.A.)**, Texas Southern University Major: Telecommunications
- 1988-1992     **Bachelor of Arts in Speech Communications (B.A.)**, University of Arkansas at Pine Bluff  
Major: Speech
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### PROFESSIONAL EXPERIENCE

- 06/06-Present*     **Vice President for Student Affairs**, Arkansas Baptist College
- Lead the division of student affairs, including staff supervision, budget preparation and management, program planning and development, and assessment and evaluation
  - Supervise directly a staff of eight unit directors, with overall responsibility for a staff of 32
  - Supervise the following operational areas: Career Services, Counseling and Testing, Disability Services, Housing and Residence Life, Judicial Affairs, Leadership, Orientation, Public Safety, Recruitment and Admissions, Student Activities, Student Health, Dining Services, Financial Aid, Dean of Student Services and the Student Government.
  - Activity Director for Title III funded First Year College Experience program
  - Supervise a budget for the central office, related departments, and student activity fees in excess of \$1.4 million.
  - Participate as a member of the President's cabinet, and carry out College wide duties as assigned.
  - Teach undergraduate courses: *Oral Communication*, *Service to Leadership*, and *First Year College Experience*.
  - Instituted an annual division-wide planning retreat, annual "State of the Division" program, and monthly professional development workshops, including a lecture series
  - Developed first division specific strategic plan for 2006- 2008
  - Collaborated with Public Safety to lower campus crime incidents by over 300%
  - Implemented heightened admissions requirements while increasing freshman class ACT scores over 4 points and recording record enrollment for Fall 2007 and 2008.
  - Restructured housing into a residence life unit, including the implementation of annual training programs for residence hall directors and resident assistants
  - Developed the first and second year experience program including a full-time coordinator and the implementation of a certified peer tutor program
- e Serving on planning committee for an 500 bed, \$12 million privatized housing project to be completed by August 2010
- e Chartered a council of the National Pan-Hellenic Council

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- 08/05-01/06     **Adjunct Assistant Professor**, Tavis Smiley School of Communications, Texas Southern University
- Taught undergraduate/masters courses in telecommunications
  - .Courses include *Alternative Communication Media System*, *Broadcast Seminar*, and *Studies in Film History*
  - Served on advisory committee (August 2005- May 2006)
- 10/03 -06/05     **Director of Training & Development PeopleSoft**, University of Houston
- Develop and Teach PeopleSoft classes, with initial focus on supporting the PeopleSoft implementation.
  - Design and develop web-based training courses.
  - Provide software support
  - Participate in ad hoc projects.
  - Participate in training, team and professional development activities.
  - Conducts training needs assessments and recommends training programs for faculty, management and staff.
  - Provides consultation, makes recommendations, gives appropriate advice and facilitates training decisions.
  - Responsible for the sourcing and delivery of external training providers or vendor lead training programs.
  - Oversees relationship with vendors and trainers to ensure appropriate employee participation in outside training programs.
  - Responsible for the development of training programs and materials to include design of course material, handouts, manuals and activities for internal training programs
  - Sets goals, establishes priorities, manages resources and develops concepts.
- 09/01-11/03     **Director of Public Relations & Marketing**, Langston University
- Create internal and external written materials relating to Langston University (news releases, reports, internal newsletter, manuscripts, alumni magazine and tabloids, etc.) and supervise their dissemination for all areas of the University.
  - Plan and implement some special events, such as the presidential inauguration and TBR visits.
  - Review requests for publications and assign priority ranking. Assist with creating (writing and design) of top tier publications; advise on others. Proof and assign affirmative action statement and publication numbers as required by law.
  - Oversee development and production of television and radio spots as well as print ads.
  - Oversee production and streaming of special electronic "postcards" from President.
  - Oversee purchase of television, radio and print advertising.
  - Secure greater visibility for Langston University in targeted markets.
  - Oversee "internal" marketing and communication.
  - Oversee design and purchase of billboards advertising Langston University and/or its programs.
  - Oversee overall activities of student employees assigned to assist Office Supervisor or Communication Specialist as writers, photographers, designers, clerical workers to ensure that they are productive workers and that their experience in Public Relations & Marketing is a learning experience.
  - Maintain oversight of University Web site.
  - Develop, implement and evaluate the University's public relations marketing plans.
  - Act as media spokesperson for the University.
  - Foster good rapport with all media representatives in University service area.
  - Assist staff and faculty in creating publications, brochures and AV materials for use in promoting the University.
  - Participate in various community activities and assist with student recruitment and retention activities.
  - Plan, create and supervise production of recruiting publications and other publications requested by the University community.

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- 07/00- 09/01      **Training & Development Coordinator**, University of Oklahoma Health Sciences Center
- 11/99-06/00      **Director, Multicultural Student Services**, University of Central Oklahoma
- 02/98-10/99      **Upward Counselor** , Oklahoma City Community College
- 08/95-06/97      **Teacher**, Booker T. Washington High School for Engineering

## UNIVERSITY INVOLVEMENT

- 06/06-Present      **Arkansas Baptist College**
- Vice Chair, North Central Association of Colleges and School Accreditation Committee
  - Chair, Founders day Committee
  - President's Cabinet
  - Chair, Fall & Spring Convocation
  - Budget Committee
  - Chair, IPED Committee
  - Campus Life Staff Development Committee
  - Chair, Housing Committee
  - Chair, Retention Program
- 08/05-01/06      **Texas Southern University**
- Advisory board, Tavis Smiley School of Communication
- 10/03-06/05      **University of Houston**
- PeopleSoft Implementation Team
  - Training Council
- 09/01-11/03      **Langston University**
- Faculty Senate
  - Advisor, Yearbook
  - Advisor, National Association of Black Journalists
- 11/99-06/00      **University of Central Oklahoma**
- Advisor, Black Greek Council
  - Advisor, Kappa Sigma Chapter of Omega Psi Phi Fraternity
  - Minority Mentor Program
  - Advisor, First Americans
  - University Senate, Committee on Student Affairs

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### **PROFESSIONAL MEMBERSHIPS AND SERVICE**

1999-Present	National Association of Student Personnel Administrators
1999-2004	National Academic Advising Association
1999-2003	National Association for College Admission Counseling
2006-2008	National Association of College and University Residence

### **PUBLICATIONS & PRESENTATIONS**

- National Association of African American Studies. 15<sup>th</sup> Annual Conference: Baton Rouge, LA.(12-17 February, 2007) “African American College Students: Is a College Degree Enough to Eliminate the Disparities of Poverty?”

