

LATRICE E. EGGLESTON, Ph.D.

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Temporary • 2805 Heathrow Drive Unit #108 • Ames, IA, 50014 • 515.268.3091 H • 515.294.4942 F • latricee@iastate.edu

July 22, 2010

Dr. Lance Williams
Search and Screen Committee Chair
Northeastern Illinois University
5500 N. St. Louis Avenue
Chicago, IL 60625-4699

Dear Dr. Williams:

I am writing to apply for the position of Director of African, African American Cultural Resource Center at Northeastern Illinois University (NEIU). I hold a Doctorate of Philosophy degree in Educational Policy Studies; a Masters of Science degree in Educational Administration and Policy Studies; and a Bachelors of Arts degree in English with a minor in African, African American Studies. I am seeking an administrative position in higher education that will allow me the ability to more directly assist in improving student success in higher education.

I firmly believe that my myriad of educational and professional experiences have prepared me to meet the complex challenges of assisting students through the higher education pipeline. Additionally, I believe that a "student-centered" professional, such as myself, is essential in achieving a successful student matriculation within the diverse NEIU community. As an African American female, throughout my educational and professional career, I've striven to foster meaningful and relevant educational experiences that promote satisfaction, persistence, and learning among my students especially students of color (more specifically, African, African American, and Latino students as they are underrepresented in higher education).

I am confident that the position of Director of African, African American Cultural Resource Center will enable me to use my interpersonal, organizational and managerial skills and abilities to assist students in hopes of positively affecting their personal, social and cultural development, while serving as the Director and primary resource in providing opportunities for continued growth and enhancement of leadership skills from a culturally relevant perspective. In addition, I contend that this position will allow me to have a significant impact on student success in terms of their enrollment, adjustment, retention and graduation at NEIU.

As you peruse my resume enclosed, you will find over fifteen years of experience in admissions counseling, budget maintenance, event/program development/implementation including promoting student diversity, conference planning, student advising, judicial affairs, teaching, supervision, report writing, research, evaluation, assessment and technical computer knowledge and application, essential in carrying out the duties and responsibilities of this position. I have had the pleasure of working at five institutions (UIUC, UIC, SUNYA, NEIU and ISU) of higher education promoting diversity and advocating for students of color in a number of professional capacities.

Further, you will note that my leadership style is one of inclusion and collaboration. I believe that a shared vision fosters appreciation and understanding of all parties involved and results in making optimal decisions that yield goal achievement for students in higher education. More importantly, I believe that innovations happen when there are diverse perspectives, ideas, and individuals with a global awareness of all cultures.

I look forward to hearing from you soon. I welcome the opportunity of an interview to further discuss my qualifications, credentials, and experiences with you. Please feel free to contact me at 312.560.8033 (mobile) or via email at doctorlee2004@yahoo.com.

Sincerely,

Latrice E. Eggleston

Dr. Latrice E. Eggleston

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PROFESSIONAL SUMMARY

Excellent managerial, interpersonal, communicational skills proven through administrative, teaching, research and professional experiences in secondary and higher education. Demonstrated ability in program development, implementation and budget management. Highly effective in instructional delivery, individual and group presentations, staff training and recruitment. Culturally sensitive and aware team player with the highest ethical and professional standards.

EDUCATION

UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN, CHAMPAIGN, ILLINOIS

- **Doctor of Philosophy** in Educational Policy Studies with a concentration in Sociology, May 2004
- **Certificate** in Business Administration, May 2002
- **Bachelor of Arts** in English, May 1995 with a minor in African, African American Studies

STATE UNIVERSITY OF NEW YORK AT ALBANY, ALBANY, NEW YORK

- **Master of Science** in Educational Administration and Policy Studies with a concentration in Higher Education, August 1997

CERTIFICATION

- **Illinois State Board of Education Type 39 Substitute Teaching Certificate**, August 2003

EMPLOYMENT HISTORY

IOWA STATE UNIVERSITY, AMES IA

Assistant Professor, Educational Leadership & Policy Studies Department, Higher Education
Community College Leadership Program, Office of Community College Research & Policy

February 2009-Present

- Develop on-line delivery of Community College Teaching Certificate & Masters Degree Courses which include: College Teaching (Hg Ed 561); Curriculum Development (Hg Ed 562); Diversity in Higher Education (Hg Ed 570H); Students in American Higher Education (Hg Ed 578); Comprehensive Community College (Hg Ed 582);
- Manage professional development programs and activities for the Iowa Mathematics & Science Education Partnership Grant (IMSEP)
- Provide instruction for sections of the Students in American Higher Education (Hg Ed 578) and the Comprehensive Community College (Hg Ed 582); and other courses as assigned
- Manage student attendance, assignments, and grades
- Assess student progress and provide final course grades
- Advise and mentor students in the Higher Education Community College Leadership Program Cohort

Assistant Director of Operations Educational Leadership & Policy Studies Department,
Community College Leadership Program, Office of Community College Research & Policy

August 2007-June 2008

- Managed daily office functions
- Supervised graduate research associates and undergraduate research assistants
- Established protocols and implement processes for hiring, payroll, travel reimbursements
- Prepared conference papers, presentations, and other dissemination materials
- Planned and executed the Educational Policy and Leadership Conference
- Communicated with internal and external entities in written and or verbal formats
- Assisted in grant proposal development and implementation
- Managed over 1.5 million in grant funding including purchasing, payroll, and travel reimbursements

Postdoctoral Research Associate Educational Leadership & Policy Studies Department,
Community College Leadership Program

December 2006-June 2008

- Served as Project Coordinator of National Science Foundation Advanced Technological Education Grant No. 0603132: *Student and Organizational Learning: Preparing the 21st Century Technician*
- Supervised Graduate Research Associates and Undergraduate Research Assistants
- Prepared conference papers and presentations, and other dissemination materials
- Developed and implement annual project work plan
- Managed deliverables of project proposal
- Completed progress and final reports for NSF annual project evaluation
- Managed \$300,000 grant budget

Instructor, Educational Leadership & Policy Studies Department,
Community College Leadership Program

August 2007-June 2008

- Provide instruction for the higher education (HgEd) course: The Comprehensive Community College (HgEd 582)
- Develop and manage WebCT section of the HgEd 582 including course content, assignments, attendance and grades
- Assess student progress and provide final grades

LEE EDUCATIONAL CONSULTING & ASSOCIATES, CHICAGO, IL

Consultant, Jacob H. Carruthers' Center for Inner City Studies, Northeastern Illinois University **August 2006-Present**

- Serve as quantitative research consultant on the Illinois Transatlantic Slave Trade Project
- Conduct assessment and analysis of population patterns from 1710 - 1970
- Complete final report on research findings

Consultant, University of Illinois at Chicago Institute for Public and Civic Engagement (IPCE) **May 2009-June 2009**

- Provided program evaluation for implementation of Town Hall Meeting on Health Issues
- Conducted on-going assessment measures to identify and enhance event benchmarks
- Developed long-term evaluative measurements to assess program activities and participant outcomes
- Completed final report

Consultant, University of Illinois at Chicago Project CHANCE Program/Office of School Relations **April 2005-August 2006**

- Provided program evaluation for implementation of Project CHANCE program serving 100 students
- Conducted on-going assessment measures to identify and enhance program benchmarks
- Developed long-term evaluative measurements to assess program activities and participant outcomes
- Completed final report

NORTHEASTERN ILLINOIS UNIVERSITY, CHICAGO, IL

Adjunct Faculty, Jacob H. Carruthers' Center for Inner City Studies **January 2005-Present**

- Provided instruction in the Introduction to Communications (COMM 100); Foundations of Communications (COMM 101); Voice and Diction (COMM 202); and Written Communications for Business (ENGL 335) courses
- Served as the COMM 100 instructor for the Summer Transition Program (STP)
- Managed student attendance, assignments and grades
- Assessed student progress and provide final course grades

CHICAGO PUBLIC SCHOOLS, CHICAGO, IL

Substitute Teacher, Whitney Young Magnet High School **September 2003-December 2006**

- Provided supervised instruction in various subject areas
- Assisted with special projects and reports as assigned by office personnel

UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN

Graduate Assistant to the Director/Coordinator of Campus Visits,

Chicago Satellite Office of Admissions & Records **September 2001-July 2004**

- Oversaw the coordination and implementation of campus visits serving over 2,000 students yearly
- Responded to telephone and written inquiries of university programs, services, and admissions process
- Assisted with special projects and reports as assigned by Director

Research Assistant, College of Education,

Human Resource Education Department

January 2000-May 2002

Curriculum and Instruction Department

January 1999-December 2000

- Assisted with the development, design, and analysis of research projects
- Collected and synthesized related literature of projects through various search mechanisms
- Inputted and coded data responses with such programs as Statistical Package for Social Sciences, Access, and Excel
- Assisted with the writing of final reports
- Transcribed and disseminated minutes related to projects and office meetings

Multicultural Transfer Student Advisor, Chicago Satellite Office of Admissions & Records **May 1999-September 2001**

- Developed and implemented various workshops, recruitment programs, and other activities for transfer students
- Served as a university liaison to campus units and departments
- Advocated transfer student issues on campus
- Provided counseling and advisement to over 100 matriculating transfer students

Teaching Assistant, College of Education, Human Resource Education Department

January 2000-January 2001

- Assisted with the development (i.e., web content, construction of syllabus and student assignments) and implementation of an online course (HRE399a: Foundations of Community Colleges)
- Managed student-tracking system (attendance records, assignments, and grades)

Assistant to the Director, Chicago Satellite Office of Admissions & Records

September 1996-January 1999

- Counseled and advised staff, counselors, prospective students, parents and others
- Developed and implemented various recruitment programs and other activities
- Represented the university at various high school fairs, community programs, etc.
- Assisted with final student reviews in the admissions process
- Assisted with the management of the Peer Recruitment Program (PRP)

Instructor/Administrative Assistant/Residential Hall Director,

Upward Bound College Prep Academy

January 1993-August 1995

- Provided supplemental instruction for Algebra, Geometry, and Trigonometry during academic component
- Served as a Speech Communications Instructor during summer component
- Served as a Residential Hall Director, supervising 4-6 staff members and 60+ students
- Developed and implemented educational/social excursions for students, staff, and parents
- Served as a member of program judiciary board

Area Night Clerk Supervisor, Office of Residential Life

May 1993-September 1994

- Recruited and trained new night clerks and shift supervisors
- Developed, implemented, and evaluated staff development workshops
- Supervised a staff of 5-30 members in a residential setting and office
- Managed over \$20,000+ budget and processed bi-weekly payroll

OLIVE-HARVEY COLLEGE CONTINUING EDUCATION, CHICAGO, IL

Lecturer

May 1998-January 1999

- Served as a Continuing Education Lecturer for computer learners of Microsoft Office Applications (i.e., Excel and Word)

SUNY-ALBANY HUMAN RESOURCES DEPARTMENT, ALBANY, NY

Graduate Intern

January 1996-May 1996

- Developed pamphlet related to employment rules, regulations and guidelines set forth by the university
- Reviewed and evaluated personnel performance evaluations
- Assisted in preparation for arbitrary hearings
- Assisted various Human Resource offices (i.e., Benefits, Payroll, etc.)

PROFESSIONAL AFFILIATIONS

- Alpha Kappa Alpha Sorority, Incorporated, Xi Nu Omega Chapter, Chicago, Illinois
- American Educational Research Association
- American Association of Community Colleges
- Association for the Study of Higher Education
- Council for the Study of Community Colleges
- Illinois Association for College Admission Counseling
- Illinois Council for College Attendance
- National Association of Student Affairs Professionals
- National Student Affairs Administrators in Higher Education
- Order of the Eastern Star, PHA, Deborah Chapter #27, Champaign, Illinois
- University of Illinois Alumni Association – Black Alumni Network (BAN)

HONORS AND AWARDS

- Central Region Arnetta Lawson Outstanding Graduate Advisor of Alpha Kappa Alpha Sorority, Inc. (2005, 2006)
- Illinois Consortium Educational Opportunities Program Fellow (2001-2004)
- Central Region Peggy L. LeCompte Outstanding Graduate Neophyte of Alpha Kappa Alpha Sorority, Inc. (2003)
- Dells' Eagles Education Award, "A Salute to Young Achievers," The Dells/MICA Matteson, Illinois (2001)
- Minority Academic Partnership Plan Fellow, University of Illinois at Urbana-Champaign (1999)
- Academic Distinction, Graduate College, State University of New York at Albany (1996)
- President's Award Program Recipient, University of Illinois at Urbana-Champaign (1990-1995)

PRESENTATIONS AND PUBLICATIONS

Presentations:

- Eggleston, L. E., Laanan, F. S., & Lee, W. Y. (2001). *Opening doors: Understanding the transfer adjustment process*. American Educational Research Association Annual Meeting, Seattle, WA, April 2001.
- Eggleston, L. E., Laanan, F. S., & Lee, W. Y. (2001). *Aspiring toward the baccalaureate: understanding the transfer adjustment process*. Association for the Study of Higher Education Annual Meeting, Richmond, VA, November 2001.
- Eggleston, L. E. (2006). *Outcomes of rural, suburban, and urban community college transfers*. Council for the Study of Community Colleges Annual Meeting, Long Beach, CA, April 2006.
- Eggleston, L. E. (2007). *Technical or non-technical: What's in a major?* Council for the Study of Community Colleges Annual Meeting, Tampa, FL, April 2007.
- Laanan, F. S., Starobin, S. S., Eggleston, L. E. (2007). *Adjustment of community college students at a four-year university: Role and relevance of transfer capital*. Association of the Study of Higher Education Annual Meeting, Louisville, KY, November 2007.
- Laanan, F. S., Badway, N. N., Eggleston, L. E., Duree, C. A. (2007). *Voices of Advanced Technology Education Faculty and Students: Perspectives on Teaching and Student Learning*. Association for Career and Technical Education Research Annual Meeting, Las Vegas, NV, December 2007.
- Badway, N. N., Laanan, F. S., Eggleston, L. E., Duree, C. A., Sheldon, C. (2007). *Student and Organizational Learning: Preparing the 21st Century Technician*. Association for Career and Technical Education Research Annual Meeting, Las Vegas, NV, December 2007.

Invited Presentations:

- Eggleston, L. E. (2009). *History and philosophy of the American community college: Trends, issues, and changing demographics*. Invited presentation at the Student Affairs Administrators in Higher Education Student Services Institute. Heartland Community College. Normal, IL. February 6, 2009.
- Eggleston, L. E. (2007). *History and philosophy of the American community college*. Invited presentation at the Student Affairs Administrators in Higher Education Student Services Institute. Ivy Tech Community College. Lafayette, IN. October 10, 2007.

Publications:

- Laanan, F. S., Compton, J. I., Starobin, S. S., Eggleston, L. E., Duree, C. A., Friedel, J. N., Evans, C. (May 2007). Transfer behavior of Iowa community college students. *Research Brief, 1*. Office of Community College Research and Policy: Iowa State University; Ames, IA.
- Eggleston, L. E. (2004). *Outcomes and assessments of Illinois community college transfers at a research I institution*. Unpublished doctoral dissertation, University of Illinois, Urbana-Champaign.
- Eggleston, L. E., and Laanan, F. S., (Summer 2001). Making the transition to the senior institution. *New Directions for Community Colleges: Transfer Trends and Issues, 114*.
- Eggleston, L. E., and Laanan, F. S., (Spring 2000). Collaborative research: A researcher's perspective. *Update on Research and Leadership, 11* (1). Office of Community College Research and Leadership: University of Illinois at Urbana-Champaign; Champaign, IL.
- Staff Assistant to: Kelly, M. (2000). *Minority Teacher Recruitment in Illinois: Preparing for the New Millennium Final Report*. Joyce Foundation; Chicago, IL.

REFERENCES

- **Frances G. Carroll, Ed.D.**, University of Illinois Board of Trustees, 605 East 33rd Place, Chicago, IL 60616 Tel 312.791.0161; Email: Doctwin2@aol.com.
- **Grace Dawson, Ed.D.**, Northeastern Illinois University Board of Trustees Member/Secretary, 620 East 33rd Place, Chicago, IL 60616 Tel 312.842.6093; Email: graceigd2003@yahoo.com.
- **Alicia B. Gilmore-Catching, M.S.**, Director, College Outreach, Office of the Provost, Principal Scholars Program, University of Illinois at Urbana-Champaign, 200 South Wacker Drive, ILLINI Center, 3rd Floor, Chicago, IL 60606. Tel 312.575.7856; Fax 312.575.7808; email: alicia-b@uiuc.edu.