

Advisory Board & Committee Interest Form - Submission #21756

Date Submitted: 4/9/2023

Last Name*

Meloun

First Name*

Jalane

District # You Live In.*

6

Home Address*

4901 Fillmore ST

City*

Hollywood

State*

FL

Zip Code*

33021

Home Phone

Cell Phone

419-677-5542

Email Address*

jmeloun@barry.edu

Owner or Renter *

owner

Number of years as city resident*

20

Are you registered to vote in Broward County?*

Yes

Education (highest degree / level)

Ph.D.

Occupation*

Professor

Work Phone

Business Name*

Barry University

Business Address

11300 NE 2nd AVE.

City

Miami Shores

State

FL

Zip Code

33161

Identify the board / committee(s) to which you request appointment (Please rank in order of preference)

Selection (1)*

Civil Service Board



Selection (2)*

None



Selection (3)*

None



Selection (4)*

None



Affordable Housing Advisory Committee - Questions*

Please answer these five questions above. 1. In your opinion what is the greatest challenge to keeping housing affordable in Hollywood? 2. Which of the following disciplines are you most skilled? • Home Purchase Education, • Housing Market Employment. • Housing Market Stability. • Affordable Housing Construction. * Affordable Housing Activism. 3. Which of the following disciplines are you most passionate? • Ownership Housing Affordability, • Rental Housing Affordability, • Housing Market Stability, • New Housing Construction, * Fair Housing. 4. What (if any) life experience motivated you toward volunteerism? 5. What role does housing diversity play in Hollywood's economic health?

African American Advisory Council - Questions*

Please answer these five questions above. 1. What is the greatest challenge facing the African American Community in Hollywood? 2. How many hours per month can you dedicate to AAAC initiatives? 3. Which of the following disciplines are you most skilled? * Education, * Employment, * Economics, * Cultural Awareness, * Housing. 4. Which of the following disciplines are you most passionate? * Education, * Employment, * Economics, * Cultural Awareness, * Housing. 5. What (if any) life experience motivated you toward volunteerism?

Artwork Selection Committee - Questions*

Please answer these five questions above. 1. What are your primary interest in City Government and City Services? 2. Why do you want to join the Artwork Selection Committee? 3. What other relevant organizations, clubs, or associations were you previously, and/or currently are involved in? 4. Are you available to attend regular committee board meetings scheduled for the Second Monday each month at 5:30pm? 5. What is your one area of highest interest related to the Arts within the City of Hollywood?

Civil Service Board - Questions*

- 1) I have worked professionally for nearly 30 years in higher education. In this field, I have established, reviewed, and interpreted policies and procedures. I have served as the Academic Coordinator, Grade Appeals Chair, and on the Rank & Promotion Committee, among other policy/procedure-heavy roles.
- 2) I have conducted numerous search committees at Barry University. I have designed interview questions, interviewed, and trained interviewers. I have a Ph.D. in Industrial-Organizational Psychology from the 4th best university in the nation for this degree, where I took four doctoral courses on statistics, as well as Advanced Tests and Measures. I have designed both cognitive ability and personality tests, and done validation work on them. I worked with Barrett & Associates administering numerous public safety written, agility, and roll call tests.
- 3) I have served on the Civil Service Board since 2007, only missing a single 2-year term. I have held both the Vice Chair and Chair roles, the later of which I currently hold. This board is an appellate review board relating to employee suspensions, demotions or terminations, or for testing, promotion or placement procedures. The board essentially hears both sides of the case and then takes a vote.
- 4) I would like to continue my service on the board because I love Hollywood, and this is a way I can professionally give back to the city I have called home for two decades.
- 5) I have been a continuous resident and a continuous registered elector in the City of Hollywood since 2003. I am applying for the Private Sector-Non-Management Position as currently I work at Barry University (a private institution) at the rank of Full Professor with no management obligations.

Please answer these five questions above. 1. Describe your involvement with establishing, reviewing and interpreting policies and procedures? 2. Describe your involvement in employment practices including interviewing, testing, hiring, selection and promotion, demotions, transfers, etc. 3. Describe your knowledge of Civil Service and its purpose. 4. Why do you want to serve on this Civil Service Board? 5. Are you a continuous resident of and continuous registered elector in the City of Hollywood?

Community Development Advisory Board - Questions*

Please answer these five questions above. 1. Do you reside in a low and moderate income (LMI) neighborhood in Hollywood per the most recent US Census data? A Hollywood LMI Map is located at www.hollywoodfl.org on the Community and Economic Development webpage. 2. What Community Development issues do you believe are the most important to Hollywood? 3. What is your definition of a healthy neighborhood? 4. What do you believe is the vision and primary work of the Community Development Advisory Board? 5. What do you believe uniquely qualifies you to serve on the Community Development Advisory Board?

Education Advisory Committee - Questions*

Please answer these five questions above. 1. What are the current challenges facing education? 2. What is your vision for education in Hollywood? 3. What do you see as the primary work of the Education Advisory Committee? 4. With only one meeting a month, the Committee is limited in what it can do. How does/should the Committee decide what's most important? 5. How can the Committee know if its mission and goals are being accomplished?

Employees' Retirement Plan - Questions*

Please answer these five questions above. 1. Are you familiar with the State's Sunshine Laws (Chapter 119 of the Florida Statutes)? 2. Are you available to attend in person regular monthly Board meeting (typically held the 4th Tuesday of each month)? 3. What knowledge, skills and/or abilities will you bring to the Employees' Retirement Plan? 4. What do you believe are the responsibilities of a trustee on a municipal retirement plan board? 5. Are you familiar with municipal defined benefit retirement plans and/or have previous experience serving on a municipal retirement plan board?

Firefighters' Pension Board - Questions*

Please answer these five questions above. 1. What knowledge, skills and abilities would you bring to the meetings? 2. What experience do you have with firefighter pensions? 3 What is your financial background? 4. How many years have you lived in Hollywood? 5 How familiar are you with local retirement systems?

General Obligation Bond Oversight Advisory Committee - Questions*

Please answer these four questions above. Why do you want to join the GO Bond Oversight Advisory Committee? 2. Explain how your personal and/or professional experiences will contribute to the meeting the goal(s) of the Board or City. 3. Which Bond interests you the most? Public Safety? Parks/Golf/Open Space or Neighborhoods & Resiliency? 4. What is your perspective on city quality of life, healthy neighborhoods, economic development & a strong tax base?

Historic Preservation Board - Questions*

Please answer these five questions above. 1. How have you prepared yourself to serve on the Historic Preservation Board? 2. Explain how your personal and/or professional experiences will contribute to the meeting the goal(s) of the Board or City. * Personal experiences, * Professional experiences. 3. What is your perspective on balancing growth of the City's tax base, within the Historic Districts, while maintaining neighborhood stabilization? 4. How would you balance historic architecture with modern architectural styles? 5. What do you like about the City's different Historic Districts?

Hollywood Centennial Celebration Committee*

Please answer these five questions above. 1. What is your primary interest in serving on the Committee? 2. What is your financial/accounting background? 3. What knowledge, skills and abilities would you bring to the meetings? 4. What other organizations and/or associations were you previously, and/or currently involved with? 5. Are you available to attend regular committee meetings? (dates to be determined by all members)

Hollywood Housing Authority - Questions*

Please answer these five questions above. 1. In your opinion what is the greatest challenge to keeping housing affordable in Hollywood? 2. Which of the following disciplines are you most skilled? * Property Management, * Affordable Housing Administration, * Housing Market Stability, * Affordable Housing Construction, * Affordable Housing Activism. 3. Which of the following disciplines are you most passionate? * Property Management, * Rental Housing Affordability, * Housing Market Stability, * New Housing Construction, * Fair Housing. 4. What (if any) life experience motivated you toward volunteerism? 5. What role does housing diversity play in Hollywood's economic health?

Marine Advisory Board - Questions*

Please answer these five questions above. 1. What is your involvement with the City of Hollywood's Waterways? 2. What will guide your decisions on this board? 3. Are you able to dedicate 2-3 hours a month to attend the meetings? Attendance is paramount to this Board being able to get things done. 4. Are you currently or have you been a boater, marine industry professional or involved in any other marine related industry? 5. What is your vision for the city of Hollywood's Waterway system?

Parks, Recreation & Cultural Arts Advisory Board - Questions*

Please answer these six questions above. 1. How many events have you attended in the past year at any of the parks and athletics facilities in the City? 2. How many City-sponsored special events have you attended for the past year? 3. Are you available to attend regular Board meetings? Regular meetings are on the 1st Thursday of the month for 8 months per calendar year. 4. What is your one area of highest interest related to the parks, recreation and cultural arts for the City? 5. What other relevant organizations, clubs, or associations were you previously, and/or currently are involved in? 6. How does parks, recreation and cultural arts contribute to quality of life?

Planning & Development Board - Questions*

Please answer these five questions above. 1. How have you prepared yourself to serve on the Planning and Development Board? 2. Explain how your personal and/or professional experiences will contribute to the meeting the goal(s) of the Board or City. * Personal experiences, * Professional experiences. 3. What is your perspective on balancing growth of the City's tax base while maintaining neighborhood stabilization? 4. What recent developments within the City are most proud of? 5. What is a Comprehensive Plan?

Police Officer's Pension Board - Questions*

Please answer these five questions above. 1. What is a fiduciary? And what is your responsibility to the police pension plan as a fiduciary? 2. What is the Sunshine Law? 3. What is Asset Allocation & Diversification? 4. Explain the history of Chapter 99-1 and Chapter 185? 5. Define the role of the Actuary and the Auditor?

Sustainability Advisory Committee - Questions*

Please answer these five questions above. 1. Why do you want to join the committee? 2. Have you attended any committee meetings? If so, how many? 3. What knowledge, skills, and abilities would you bring to the committee if appointed? 4. What other organizations, clubs, or associations are you involved in? 5. Are you available to attend regular committee and subcommittee meetings? Regular meetings are held monthly with subcommittee meetings held as needed. 6. What types of projects would you like to see the committee work on?

Young Circle ArtsPark Advisory Board - Questions*

Please answer these five questions above. 1. What are your primary interest in City Government and City Services? 2. How many ArtsPark events have you attended within the past year? 3. What other relevant organizations, clubs, or associations were you previously, and/or currently are involved in? 4. Are you available to attend regular committee board meetings scheduled for the Second Tuesday each month at 5:30 pm? 5. What is your one area of highest interest related to the ArtsPark at Young Circle?

Are you interested in serving on more than one board/committee?*

No



If so, how many?*

0



Applicant must attend at least one board/committee meeting prior to consideration of application for every board applied. Please list board/committee meetings you attended in the last year?*

none happened

Are you currently on a County or City Board?*

No



If yes, please describe

If you are applying for a board / committee, which has specific requirements / categories, please detail how your background and/or experience meets the required criteria.*

I am applying for the Private Sector-Non Management Position as currently I work at Barry University (a private institution) at the rank of Full Professor with no management obligations.

Please describe your professional and/or volunteer experience or background, which best qualifies you for selection to the board / committee.*

-served on this board consecutively since in 2007 (-2 years)
-hold top 3 professional HR certifications (SPHR, GPHR, SHRM-SCP)
-teach/taught HR/business courses at Barry Univ. & others for 30 years
-know Robert's Rules of Order

Are you presently employed by the City of Hollywood?*

No



If so, in what capacity?*

N/A

Attach Resume (only .doc and .pdf files)*

Meloun CV 2023.docx

JALANE M. MELOUN
Ph.D., SPHR, GPHR, PMP, SHRM-SCP, LSSMBB

VITA
2023

PROFESSIONAL ADDRESS Full Professor
Administration, ADSOE-LHD
Barry University
11415 NE 2nd Avenue
Miami Shores FL 33161
(305) 899-4801 (phone)
jmeloun@barry.edu

RESIDENCE 4901 Fillmore Street
Hollywood FL 33021-5819
(234) 222-0140 (phone)
(419) 677-5542 (cell)

CERTIFICATIONS Project Management Professional (PMP) 2013-present
Lean Six Sigma Master Black Belt (LSSMBB) 2022-present
Global Professional in Human Resources (GPHR) 2007-present
Senior Professional in Human Resources (SPHR) 2006-present
Society for Human Resource Management - Senior Certified Professional (SHRM-SCP) 2015-present
Youth Mental Health First Aid, USA 2022-present
Quality Matters Master Reviewer 2021-present
Quality Matters K-12 Masters Reviewer 2021-present
Continuing and Professional Education Master Reviewer 2021-present
Higher Education Publisher Master Reviewer 2021-present
K-12 Publisher Master Reviewer 2021-present
Continuing and Professional Education Peer Reviewer 2021-present
K-12 Publisher Peer Reviewer 2021-present
Higher Education Publisher Peer Reviewer 2021-present
Higher Education Peer Reviewer 2012-present

EDUCATION **THE UNIVERSITY OF AKRON**
Ph.D. August, 2004 Industrial and Organizational Psychology
M.A., August, 1998 Industrial and Organizational Psychology
GPA: 3.9
BALDWIN-WALLACE COLLEGE Berea, Ohio
Bachelor of Arts, June 1994
Business Administration major, Speech Communication & Psychology minors
GPA: 3.87

TEACHING AWARDS **APPLE AWARD**
2009 Barry University, Miami Shores, FL
2008 Barry University, Miami Shores, FL
2007 Barry University, Miami Shores, FL
2006 Barry University, Miami Shores, FL

APPLAUSE AWARD

2003 Kent State University, Kent, OH

**NATIONAL
LEADERSHIP
AWARD**

Outstanding Chapter Award (Faculty Advisor)– Leadership (2008)
Best Leadership out of 450+ Society for Human Resource Management
(SHRM) chapters

**RESEARCH
AWARDS**

SR. JEANNE O’LAUGHLIN, O.P. SCHOLAR’S AWARD

Meloun, J. (2021)
Barry University

MEDALLION COMMUNIQUE SCHOLARSHIP AWARD

Meloun, J. (2020)
Barry University

BEST PAPER AWARD

Meloun, J. & Allen, A. (2006). Identity development of adult learners: A pragmatic
classroom approach to Erikson’s psychosocial theory. Teaching and Learning
Conference, Orlando, Florida.

BEST PAPER AWARD

Allen, A. & Meloun, J. (2005). Increasing motivation of adult learners: Bringing clinical
feedback techniques into the classroom. Teaching and Learning Conference, Las Vegas,
Nevada.

BEST PAPER AWARD

Meloun, J. M. (2005). “Computer anxiety: A possible threat to the predictive validity of
computerized tests” International Public Management Association Assessment Council.

BEST OF Je.CP (JOURNAL OF e.COMMERCE and PSYCHOLOGY)

Book chapter: “Computer anxiety: Effects on computerized testing and implications for
e.cruiting.” 2005 in J. Jones & E. Brasher (Eds.) *Advances in E-Business and
Psychology: Volume 1*.

OUTSTANDING STUDENT RESEARCH AWARD

Book chapter: “Computer anxiety: Effects on computerized testing and implications for
e.cruiting.” award earned in 2004.

**COMMUNITY
SERVICE
AWARDS**

COMMUNITY ENGAGED SCHOLAR (Center for Community Service
Initiatives) 2022

COMMUNITY ENGAGED EDUCATOR AWARD (Center for Community Service
Initiatives) 2021

**ESSAY
AWARD**

FIRST PRIZE – STRATEGIC MANAGEMENT BEST PRACTICES

Meloun, J. “Strategic management applied to a university setting.” Human Resources
Certification Institute (HRCI)-sponsored Award earned in 2007.

**SELECTED
CREATIVITY**

Rebranding Contest Winner: ADSOE T.H.R.I.V.E.S (2020)
Contest Winner for Naming an Ethics Mascot (CiCi) for Akron, OH (2005)

AWARDS

Acme Grocery Store's Corny Joke Contest Winner (2000)

HONOR SOCIETY

BUSINESS HONOR SOCIETY – LIFETIME MEMBER (2016-present)

Baldwin-Wallace University (initial inductee class – 1 of 99 members out of thousands of graduates since the University started in 1845)

GRANTS

Ask Every Student (2022) \$5,000
 Alliance for Youth Organizing (2022) \$300
 National Conference on Citizenship (2021) \$1,000
 Grant, Barry University (April, 2021) \$500
 Student Learn Students Vote (2021) \$300
 National Conference on Citizenship (2020) \$1,000
 ALL IN Democracy Challenge (2020) \$1,000
 Florida Student Voting Virtual Summit (2020) \$1,000
 Students Learn Students Vote Coalition (2020) \$1,000
 Grant, Barry University (May 2, 2019) \$500

PUBLICATIONS/ PRESENTATIONS

Grammaticos, B., Meloun, J., & Purdy, J.G. (2022). Distribution of scoring and performances in athletics. *Mathematics and Sports, 1*(3), 1-20. (juried)

Meloun, J. & DiGiallonardo, B. (2022). *Faculty/Librarian OER Partnership*, EDULEARN22 International Education Conference Proceedings, Palma de Mallorca, Spain, July 2, 2022. DOI: 10.21125/edulearn.2022.2456

Meloun, J. & DiGiallonardo, B. (2022). *Faculty/Librarian OER Partnership*, EDULEARN22 International Education Conference, Palma de Mallorca, Spain, July 2, 2022. (juried)

Meloun, J. (2022). *JEDI: Using The Force for Good*, National Association of Student Personnel Administrators Civic Learning and Democratic Engagement Conference, Minneapolis, MN, June 23, 2022. (juried)

Huberman, C., Sussman, S., Telerico, J., & Meloun, J. (2022). *Operationalizing the Four Pillars: Transitioning to the Next Decade of Dominican Higher Education in the 21st Century*, Dominican Higher Education Colloquium: Weaving a Tapestry of Universal Justice, Virtual, June 9, 2022. (juried)

Caro, T. & Meloun, J. (2021). *Utilizing Corporate Employee Training to Enhance the Patient Experience*, Chi Sigma Iota Graduate Student Conference, Virtual, November 20, 2021. (juried)

Rubi, M., Carrero, L. & Meloun, J. (2021). *Using Telehealth Technology to Enhance the Patient Experience*, Chi Sigma Iota Graduate Student Conference, Virtual, November 20, 2021. (juried)

Meloun, J. & Foreman, S. (2021). *Pay It Forward: Enable Fellow Groups to Better Define Their Path Forward*, National Association of Student Personnel

Administrators Civic Learning and Democratic Engagement Conference, Virtual, June 11, 2021. (juried)

Meloun, J., McCrink, C., Terry, V., & Cooper, N. (2021). *What works for adult students: A balanced faculty and student discussion*. FlexLearn Symposium, Miami Shores, Florida, April 21, 2021. (juried)

Meloun, J. & Quamina, I., De Vries, B., & Baugh, M. (2021). *Pronto*. FlexLearn Symposium, Miami Shores, Florida, April 21, 2021. (invited)

Meloun, J., & Foreman, S. (2021). *Knowing is Not Enough; One Must Do*. Center for Community Service Initiative's Community Engagement Symposium Bringing Learning to Life through Engagement, Miami Shores, FL, March 31, 2021. (juried)

Meloun, J. & Foreman, S. (2021). *Collaborative Creativity is the Secret Ingredient*. IMPACT Conference, Virtual, March 4-6, 2021. (juried)

Meloun, J. & Matusевич, K., (2021, March). *Reset yourself: A guide to a refreshed perspective and mindset*. Presentation at the Virtual Professional Development for Staff Conference, 2021 Recharge: Jumpstart Your Battery. Barry University, Miami Shores, FL, March 3, 2021. (juried)

Matusевич, K., Hartz, D., & Meloun, J. (2021). *Creating Psychological Safety in the Workplace: Exploring the role of authentic and social support*. Academy for Human Resource Development, Virtual Conference, February 17-19, 2021. (juried)

Meloun, J. *A Lifetime of Civic Engagement Starts with 20 Seconds*. National Association of Student Personnel Administrators Civic Learning and Democratic Engagement Conference, Minneapolis, MN June 3-6, 2020. (Proposal Accepted; Conference changed due to COVID-19) (juried)

Meloun, J. *The future is grim!" Said Every Generation about Those Youngsters*. National Association of Student Personnel Administrators Civic Learning and Democratic Engagement Conference, Minneapolis, MN June 3-6, 2020. (Proposal Accepted; Conference changed due to COVID-19) (juried)

Meloun, J. *Knowing is Not Enough; One Must Do*. National Association of Student Personnel Administrators Civic Learning and Democratic Engagement Conference, Minneapolis, MN June 3-6, 2020. (Proposal Accepted; Conference changed due to COVID-19) (juried)

Meloun, J. *Share Your Secret Sauce: What is Working at Your Institution?*. National Association of Student Personnel Administrators Civic Learning and Democratic Engagement Conference, Minneapolis, MN June 3-6, 2020. (Proposal Accepted; Conference changed due to COVID-19) (juried)

Meloun, J., Foreman, S., Rodriguez, A., Ortiz, I., and Torres, S. *Knowing is Not Enough; One Must Do*. Center for Community Service Initiative's Community Engagement Symposium Bringing Learning to Life through Engagement,

Miami Shores, FL, March 18, 2020. (Proposal Accepted; Conference changed due to COVID-19) (juried)

Meloun, J., & Foreman, S. *Of the People, by the People, for the People: Students = the People*. National Association of Student Personnel Administrators Civic Learning and Democratic Engagement Conference, Fort Lauderdale, FL, June 5-8, 2019. (juried)

Meloun, J., Foreman, S., Rodriguez, A., Ortiz, I., and Torres, S. *Of the People, by the People, for the People: Students = the People*. Center for Community Service Initiative's Community Engagement Symposium Bringing Learning to Life through Engagement, Miami Shores, FL, March 27, 2019. (juried)

Rushing, J., Marousek, M. & Meloun, J. *Best Practices in Cross-Generational Leadership: A Proposed Qualitative Study Focused Upon The Millennial Generation*. International Academic Conference on Business, Orlando, Florida, January 2-6, 2018. (juried)

Sussman, S., Kelly, M. & Meloun, J. (2016). *Integrating Media Sharing Websites into University Curricula for Adult Learning Deliver: An Andragogical Approach*. Panel: Teaching Democracy: Strategies for Improving Literacy and Integrating Media. Southern Political Science Association, San Juan, Puerto Rico, January 7-9, 2016. (juried)

Sussman, S., Loutzenhiser, K., Smith, E., & Meloun, J. (2016). *The Disaster Cycle and Firefighter Readiness: A Holistic Approach*. Panel: Leadership Strategies in the Public Sector. Southern Political Science Association, San Juan, Puerto Rico, January 7-9, 2016. (juried)

Meloun, J. (2015). *Using Communication Technology to Foster an Online Sense of Connection*. Poster presented at the 2015 Center for Interdisciplinary Scholarship's Transformative Partnerships through Scholarly Inquiry and Technology Fair in Miami Shores, Florida, November 5. (juried)

Sussman, S., Loutzenhiser, K., Smith, E., & Meloun, J. *The Disaster Cycle and Firefighter Readiness: A Holistic Approach*. Poster presented at the 2015 Center for Interdisciplinary Scholarship's Transformative Partnerships through Scholarly Inquiry and Technology Fair in Miami Shores, Florida, November 5. (juried)

Kuthy, J. E. & Meloun, J. M. (2014, Summer). Using a Telephone to Improve the Effectiveness of Pre-Employment Selection Process. *The Call*, 12, 38-43. (juried)

Smith, E. & Meloun, J. (2014). *Using Mentoring Programs to Enhance Employee Development*. Presentation delivered at 2014 Mentoring Conference: Developmental Networks: Mentoring & Coaching at Work, Albuquerque, New Mexico, October 21-24. (juried)

Meloun, J. (2014). *Lean in, Lean out, Lean in and Shake Yourself Around... That's What It's All About?!* Poster delivered at 2014 Mentoring Conference:

Developmental Networks: Mentoring & Coaching at Work, Albuquerque, New Mexico, October 21-24. (juried)

Meloun, J. (2014). *Using Mentoring Programs to Enhance Employee Development*. Poster delivered at 2014 Mentoring Conference: Developmental Networks: Mentoring & Coaching at Work, Albuquerque, New Mexico, October 21-24. (juried)

Meloun, J. M. (2013). *When Mom's Not Around: How to Prompt Students to Action*. Presentation delivered at 2013 Sloan-C Annual International Conference, Orlando, Florida. (juried)

Meloun, J. M. (2013). *Meet Students Where They Are: Using Technology to Reach Beyond Borders and Grant Experiential College Credit*. Presentation delivered at 2013 Sloan-C Annual International Conference, Orlando, Florida. (juried)

Meloun, J. M. (2012, October 26). Working in public administration: Lessons learned. *Public administration times*. Retrieved from <http://patimes.org/working-public-administration-lessons-learned/>

Meloun, J. M. (2012). *Local government managers as mentors and mentees: female mentors needed*. Presentation delivered at 2012 Mentoring Conference: Facilitating developmental relationships for success, Albuquerque, New Mexico. (juried)

Meloun, J. M., & Loutzenhiser, K. K. (2012, May). In Leland Coxe (Chair). *Best practices in public administration online education*. Presentation delivered at 2012 teaching public administration conference: diversity and civic engagement in teaching public administration, South Padre Island, Texas. (juried)

Meloun, J. M., & Loutzenhiser, K. K. (2012, May). In Leland Coxe (Chair). *Should social media be used to promote civic engagement among students or would it be safer to play with faulty firecrackers?*. Presentation delivered at 2012 teaching public administration conference: diversity and civic engagement in teaching public administration, South Padre Island, Texas. (juried)

Meloun, J. M., & Loutzenhiser, K. K. (2012). In Leland Coxe (Chair). *Should social media be used to promote civic engagement among students or would it be safer to play with faulty firecrackers?*. In Lennertz, Kathie (Eds.), *35th Annual Teaching Public Administration Conference: Diversity and civic engagement in teaching public administration* (p. 14). Retrieved from http://www.teachingpa.org/2010-2012/2012/TPAC_Proceedings-2012.pdf (juried)

Rich, W. C., & Meloun, J. M. (2012, May). In Leland Coxe (Chair). *Public managers, civic engagement, and the future*. Presentation delivered at 2012 teaching public administration conference: diversity and civic engagement in teaching public administration, South Padre Island, Texas. (juried)

Rich, W. C., & Meloun, J. M. (2012). In Leland Coxe (Chair). *Public managers, civic engagement, and the future*. In Lennertz, Kathie (Eds.), *35th Annual Teaching Public Administration Conference: Diversity and civic engagement in teaching public administration* (p. 17). Retrieved from http://www.teachingpa.org/2010-2012/2012/TPAC_Proceedings-2012.pdf (juried)

Loutzenhiser, K.K. & Meloun, J.M. (2012, May). In The Academic Forum *eGovernment learning curves: Models to explain learning and public service adoption of interactive Gov2.0 technologies*. Presentation delivered at the Delivering best practices: People, profit, planet: Strategic collaboration, new ventures, and transformational thinking in the 21st century, Bahamas. (juried)

Loutzenhiser, K. K., & Meloun, J. M. (2012). *eGovernment learning curves: Models to explain learning and public service adoption of interactive gov2.0 technologies*. In Caldarola, R. A (Eds.), *The Academic Forum 2012 May conference proceedings* (pp. 31-34). doi: ISSN 2146-8859 (juried)

Meloun, J. M. (2010). "Psychological reasons for voting and nonvoting." *Encyclopedia of Campaigns, Elections, and Electoral Behavior*, Sage.

Meloun, J. M. (2009). Job analysis: The basis for all things HR. In Tesone, D. V. (Ed.), *The handbook of hospitality and tourism human resources management*. Elsevier.

Meloun, J. M. & Sussman, S. S. (2009). Human resource management's role in ethics within the hospitality industry. In Tesone, D. V. (Ed.), *The handbook of hospitality and tourism human resources management*. Elsevier.

Wankel, C., et. al., & Meloun, J. M. (2008). New dimensions of value in management e-media: Questions and issues. Academy of Management. Anaheim, California. (juried)

Wankel, C., et. al., & Meloun, J. M. (2007). New dimensions of management e-media. Academy of Management. Philadelphia, Pennsylvania. (juried)

Meloun, J. M., & Kuthy, J. E. (2007). "Helping trainees to succeed by having them 'think aloud.'" *National Journal of Emergency Dispatch*, Winter, 9(1). (juried)

Meloun, J. & Sussman, S. (2006). New Strategies in Teaching a Blackboard-based Research Methods Course. American Society of Public Administration Conference, Seattle, Washington. (juried)

Sussman, S. & Meloun, J. (2006). Online pedagogy: New strategies for distance education. Florida Political Science Association Conference, Pembroke Pines, Florida. (juried)

Meloun, J. & Allen, A. (2006). Identity development of adult learners: A pragmatic classroom approach to Erikson's psychosocial theory. Teaching and

Learning Conference, Orlando, Florida. (juried)

Meloun, J. M. & Loutzenhiser, K. K. (2006). Cheating in ethics courses: where have all the morals gone? Real cases with inquiry into whether teaching ethics is effective. International Conference on Civic Education: Research and Practice, Orlando/Altamonte, Florida. (juried)

Meloun, J. (2005). Online Learning: Solution to Continuing Education Challenges in the Information Age. Public Administration Times. Educational Supplement. October. (editor selected)

Provitera, M. J., Scully, R. & Meloun, J. (2005). Creating actionable knowledge in the classroom using discussion learning. Academy of Management, Honolulu, Hawaii. (juried)

Allen, A. & Meloun, J. (2005). Increasing motivation of adult learners: Bringing clinical feedback techniques into the classroom. Teaching and Learning Conference, Las Vegas, Nevada. (juried)

Meloun, J. M. (2005). "Computer anxiety: A possible threat to the predictive validity of computerized tests" International Public Management Association Assessment Council Conference, Orlando, Florida. (juried)

Meloun, J. M. (2005). "Computer anxiety as an obstacle to productivity: A workplace in review" International Applied Business Conference, Orlando, Florida. (juried)

Meloun, J. M. (2005). "Lessons learned from the trenches: Self-referent learning as a means of cementing concepts in students' heads" Teaching and Learning Conference, Orlando, Florida. (juried)

O'Connell, M. S., Doverspike, D., Gillikin, S., & Meloun, J. (2005) In Best of Je.CP "Computer anxiety: Effects on computerized testing and implications for e.cruiting." in J. Jones & E. Brasher (Eds.) *Advances in E-Business and Psychology: Volume 1*. (juried)

Meloun, J. M. (2004). Computer anxiety: A possible threat to the predictive validity of computerized tests. Unpublished doctoral dissertation, University of Akron, Ohio.

O'Connell, M. S., Doverspike, D., Gillikin, S., & Meloun, J. (2004). "Computer anxiety: Effects on computerized testing and implications for e.cruiting." Conference on Undergraduate and Graduate Student Research, Akron, Ohio. (nominated)

Scully, R. & Meloun, J. M. (2004). "A focus on improving knowledge worker productivity" Computing, Communications and Control Technologies (CCCT 2004) conference, Austin, Texas. (juried)

O'Connell, M. S., Doverspike, D., Gillikin, S., & Meloun, J. (2001). *Computer anxiety: Effects on computerized testing and implications for e.cruiting*. Journal

of e.Commerce and Psychology, 1, 25-39. (juried)

O'Connell, M. S., Meloun, J. M., Gillikin, S., & Doverspike, D. *Is negative affectivity a wolf in sheep computer anxiety's clothing?* Poster Presentation at Society for Industrial & Organizational Psychology Conference, 2000

Meloun, J. M. (1998). *Antecedents and outcomes of job enrichment*

Proactivity, Unpublished master's thesis. University of Akron, Akron, Ohio.

DISSERTATION

SUPERVISION

Montagnino-Fiske, G. The Return on Investment from Onboarding (2021-2022)

Eddington Magana, K. Application of an Organizational Development Intervention: An Improvement Framework for Employee Engagement (2021-current)

Totten, V. (2022-current) Improving the Quality of Graduate Faculty Advising and Faculty Advisor Performance

THESES

SUPERVISION

Carasa, Arelys. Telehealth: A Solution for Access to Healthcare for the Underserved? (Earned M.A.A. December 2021)

Collazo, Jennifer. Stress in the workplace: Employee Retention (Earned M.A.A. December 2021)

Montiel, Pamela. Flores Can Travel Nurses help with nursing shortage; Travel nurses and their benefits and challenges (Earned M.A.A. December 2021)

Carreno, Leonore. Technological Advances in Healthcare: Enhancing the Patient Experience (Earned M.A.A. December 2021)

Seda, Ayelen. Work from Home and Work-Home Balance (Earned M.A.A. December 2021)

Tascher, Christina. Employee Engagement Surveys in Healthcare Systems (Earned M.A.A. December 2021)

Fernandez, Yesenia. Workplace Violence: Causes and Frequency (Earned M.A.A. December 2021)

Hernandez Teri Caro. How is Organizational Culture and the Patient Experience Impacted Through Training and Development Programs? (Earned M.A.A. December 2021)

Rubi, Milagros. Technological Advances in Healthcare: Enhancing the Patient Experience (Earned M.A.A. December 2021)

Llanes, Adam. Leadership in a Remote Work Environment (Earned M.A.A.
December 2021)

**PROFESSIONAL QUALITY MATTERS COURSE REVIEWER
REVIEWING**

Master Reviewer, 2021- present

Peer Reviewer, 2012 - present

- Evaluate collegiate coursework for Quality Matters Certification.

AMERICAN COUNCIL ON EDUCATION Washington, D.C.

Reviewer, 2001 – present

- Review corporate curricula and examinations for validity.
- Recommend courses for college credit.

**REVIEWER – FLORIDA DEPT. OF ED. AND UNIV. OF FL'S
21ST CENTURY COMMUNITY LEARNING CENTERS GRANTS**

Reviewer, 2008 - present

- Evaluate grants totaling well over a million dollars for the increased education of Florida's children.

REVIEWER – SCIENTIFIC JOURNAL INTERNATIONAL

Reviewer, 2007 - present

- Evaluate psychology and business paper submissions for publication.

REVIEWER – JOURNAL OF BUSINESS ETHICS

Reviewer, 2005 - present

- Evaluate ethics paper submissions for publication.

REVIEWER – JOURNAL OF COLLEGE TEACHING AND LEARNING

Reviewer, 2005 - present

- Evaluate education paper submissions for publication.

REVIEWER – ACADEMY OF MANAGEMENT

Conference Submission Reviewer, 2006 - 2008

- Evaluate submissions annually for presentations and symposia.

**REVIEWER - SOCIETY FOR INDUSTRIAL/ORGANIZATIONAL
PSYCHOLOGY**

Conference Submission Reviewer 2005 - 2010

- Evaluate five submissions annually for presentations, poster sessions, and symposia.

**SUBJECT MATTER EXPERT – NIVO INTERNATIONAL/DESKTOP
IQ**

Certification Examination Reviewer, 2001 - 2005

- Evaluate new desktop certification exam for Microsoft Office product proficiency.

SME TEXTBOOK REVIEWER

Textbook Reviewer, July 2001 - present

- Evaluate new organizational behavior, management, human resource,

selection/promotion/retention, total quality mgmt. and statistics textbooks.

**SELECTED
EMPLOYMENT
EXPERIENCE**

BARRY UNIVERSITY Miami Shores & other campuses

Professor – Administration – 2014 - Present

Associate Professor – Administration 2008 – 2014

Assistant Professor – Administration 2003-2007

- Teach graduate and undergraduate Management, Psychology, Public Administration, and Research Methods courses.
- Conduct research in the fields of Industrial/Organizational Psychology, IT, and Education.
- Teach in-service programs such as time and conflict management.
- Reviewed and presented student experiential learning portfolios.

Academic Coordinator – Administration 2007-2009

Assistant Academic Coordinator – Administration 2003-2006

- Supervised adjunct faculty.
- Directed the School-wide Human Resources Management Specialization, Certificate Program, and Curriculum.
- Represented the ACE faculty at student information seminars and new student undergraduate and graduate orientations.
- Delivered in-service education to adjunct faculty members.

Chapter Advisor – Society for Human Resource Management 2007-2018

- Aided the chapter in attaining national distinction such as Outstanding Chapter Award (10 chapters/450+) and Superior Merit Awards (67/ 450+ chapters).
- Led students in educational and community service pursuits.
- Recruited students.
- Delivered in-service education.

Older Adults Opportunity Center, Instructor, 2005-2007

(Funded by R. Kirk Landon's Grant to Educate Older Adults)

- Train older adults on various levels of computer skills and typing.
- Design and implement new curricula, specific to the older adult student.
- Serve as the faculty representative on the OAOC Advisory Board.
- Hold the designation of the professor who has taught the most courses since OAOC's inception.
- Deliver keynote speeches at the Lunch N' Learn sessions.
- Publicize the program at the Lunch N' Learn sessions and the Educational Film Series meetings.
- Deliver publicity speeches about the program at local events such as Rotary International Meetings.

KENT STATE UNIVERSITY Kent, Stark, LCCC, Geauga, & Tuscarawas

Instructor, 2001 –2003

- Taught various Management and Industrial/Organizational Psy. courses.
- Co-coordinated the Learn to Lead Intensive Off-Campus Program.
- Formally and informally mentored students.

BARRETT & ASSOCIATES Akron, OH

Ad Hoc Test Administrator, 1999 – 2003

- Administered selection and promotional tests for public sector positions.
- Trained rating of roll-call presentations.

UNIVERSITY OF AKRON Akron, OH

Center for Life-Long Learning, Instructor, 1998 – 2000

- Taught older adults computer software skills.

Psychology Department Teaching Assistant, 1996 - 2000

- Lectured independently and instructed statistics and psychology.

JPC COMPUTER LEARNING CENTER Akron and Parma, OH

Instructor, 1996 – 2003

- Trained corporate, public, and special needs clients on software.
- Developed assessment tool for customer feedback.
- Developed curricula for a work skills rehabilitation program.
- Taught business skills class targeted to mentally and physically challenged.

SAWYER COLLEGE OF BUSINESS Cleveland, OH

Assistant Professor, 1995 - 1996

- Taught Computer, Accounting, Economics, Grammar, Composition, Keyboarding, and Medical Office/Transcription courses.

REMINGTON COLLEGE Cleveland, OH

Instructor, 1995 - 1995

- Taught Medical Office Assisting, including software packages, medical terminology, and office procedures.

HEALTHCARE PROCESS CONSULTING North Royalton, OH

Accountant of Medicaid, Biller, and Auditor, 1994 - 1995

- Designed spreadsheets to improve efficiency and accuracy of the reconciliation process.
- Refined procedure on reconciling claims submitted to the Ohio Department of Mental Retardation.
- Handled billing problems and verified documentation veracity.

AKTABASE TECHNOLOGY COMPANY Parma, OH

Computer Programmer Apprentice, 1994 - 1995

- Improved capabilities of current software products.
- Revised technical manual on industry specific software.

PROFESSIONAL MEMBERSHIPS Project Management Institute – South Florida Chapter (2013-present)
Project Management Institute (2013-present)
Greater Miami Society for Human Resource Management (2011-2019)
Greater Miami Society for Human Resource Management Global Forum Committee (2011-2019)
Human Resources Association of Broward County, HR Florida Ambassador (2010-present) Board of Director (2010-2013) Workforce Readiness Director

(2014-2015)

Staffing Management Association of South Florida, Director of
Certifications/Director-at-Large (2010-2013) member (2014-2019)
South Florida Human Subject Research Network (2006-2007)
International Public Management Association-Assessment Council (2005-
2006)
International Public Management Association-Human Resources (2005-2006)
Academy of Management (2005-2006)
American Society for Training and Development (2005-2008)
Phi Delta Kappa – Education Society (2005-present)
Society for Industrial & Organizational Psychology (1996-2019)
Society for Human Resource Management (1991-present)
Society for Human Resource Management Barry University (2007-present)
Who's Who of Information Technology (2003)

MEMBERSHIPS Stirling Circle – Broward County Public Library (2021-present)
Stirling Branch Library Circle of Friends (2015-present)
Friends of T.Y. Park (2018-2019)
Hollywood Hills United Methodist School Parent's Club (2011-2012)
Hollywood Hills Civic Association (2006-present)
American Cancer Society Cancer Action Network (2005-2007)

LEADERSHIP Hollywood Civil Service Board Chair and Vice-Chair (2007-2013; 2015-
present)
Apollo Middle School PTSA Treasurer (2019-present)
Apollo Middle School, School Advisory Council -Gifted Student Rep. (2019-
present)
Apollo Middle School SAF Member (2019-present)
Sheridan Hills Elementary SAF Representative (2020-2021)
Sheridan Hills Elementary Student Advisory Council – Parent Representative
& PTO Liaison (2012-2021) (Gifted Student Representative (2018-2021)
Sheridan Hills Elementary Parent Teacher Organization (2012-2021) President
(2014-2015)
Sheridan Hills Elementary Parent Teacher Organization Recording Secretary
(2012-2014)
Stirling Branch Ambassador (2020-present)
International Public Management Association-Human Resources Annual
Conference Planning Committee (2006-2007)

**UNIVERSITY
COMMITTEES** Campus Democracy Project (2015- present)
ALL IN Democracy Chair (2021)
Voter Friendly Campus Chair (2019-2023)
Professional Development Committee (2018-present)
University Childcare Committee (2008-2010)
University Grade Appeals Committee (Past Co-chair) (2004-2012, 2021-
current)
University Faculty Development Committee (2020-2021)
Graduate Council
Academic Affairs
Faculty Senate Grievance Committee (2022-present)
Faculty Senate Communication and Technology Committee (2020-present)

Faculty Senate Professional Development Committee (2019-2021)
 Faculty Senate Rank and Promotion Committee (2014-2016)
 Faculty Senate Grants Leaves and Sabbaticals (2010-2015, 2016-2019))
 Faculty Senate Committee on Committees (Past Chair 2007-2009)
 Faculty Course Exchange (Past Chair) (2006-2007)
 Faculty Senate (2006-2009)
 Faculty Award Committee (2003-2006)
 Faculty Senate Outreach Committee (2008-2009, 2012-2019)
 ADSOE LaPS Committee (2020-present)
 ADSOE Faculty Council (2020-present)
 ADSOE ADM Faculty Committee (2020-present)
 ADSOE ADM Graduate Faculty Committee (2021-present)
 ADSOE ADM Program Director Search Committee (2021)
 PACE Portfolio Committee (2013-2020)
 PACE Administration Search Committee (2013)
 PACE Faculty Evaluation Committee (Past Chair, 2012-2020)
 PACE Credit Hour Committee (2012-2015)
 PACE Electronic Textbook Committee (2012 – 2015)
 PACE Director of Continuing Education Search Committee (2013)
 PACE Distance Education Committee (2012-2019)
 PACE Advisor Search Committee (2005)
 PACE Behavioral Sciences Faculty Search Committee (2005)
 PACE Compensation Review Committee (2005)
 PACE Administration Faculty Search Committee (2004-2005)
 PACE Academic Council (2004-2020)

VOLUNTEER ACTIVITIES

Civil Service Board – Hollywood, Florida (2007- 2013, Chair; 2015 -present)
 Sheridan Hills Elementary Classroom Volunteer (2012-2021)
 Sheridan Hills Elementary School Advisory Council/Student Advisory Forum (2012-2021)
 Apollo Middle School PTSA Treasurer (2019-present)
 Apollo Middle School Advisory Council/Student Advisory Forum (2018-present)
 Positive Images (Organization helping those in transition (2007))
 Raised money for Sr. Marilyn Morman Scholarship Fund (2007-2008)
 South Florida Super Bowl XLI Host Committee (2006)
 Rotary International Keynote Speaker (2006)
 Academy of Management Organizational Behavior Division Web Site Revision Committee (2006)
 Barry University 5K Team to support Leukemia & Lymphoma Society (2006)
 Baldwin-Wallace College Alumni Telephone Campaign (2006)
 Submitted idea for 100 Ideas for Florida's Future (2006)
 American Cancer Society Cancer Action Network (ACS CAN-2006)
 American Psychological Association Research (2005)
 Tropical Run to support Community Partnership for the Homeless (2005)
 Relay for Life Participant/Volunteer (2004-present)
 Breast Cancer Awareness Week Worker (2002)
 Akron Blind Center Technology Board Consultant (2000-2003)
 Akron Blind Center - Volunteer Tutor (2000-2003)
 Serve as a career mentor for Baldwin-Wallace College Students interested in higher education APART (1997- present)

**COMPUTER
SKILLS**

Access; Word; Excel; PowerPoint, Project, Outlook; SPSS Statistics;
WordPerfect 8.0; Ami Pro 3.1; AutoCAD 14; Quattro Pro 6.0;
Lotus 1-2-3 5.0; Paradox 5.0; Windows XP; Abstat; MSS; Medical Manager,
ExamView Pro, TestGen, Opera, Pronto, Remind, Blackboard, WebCT,
Moodle, & Canvas.

**PROFESSIONAL,
TRAINING &
SOFTWARE
CERTIFICATIONS**

Quality Matters Master Reviewer Certification, 2021- present
Quality Matters K-12 Reviewer Certification, 2021
Quality Matters Publisher Reviewer Certification, 2021
Quality Matters Higher Education Continuing and Professional Education
Certification, 2021
Quality Matters Peer Reviewer Certifications, 2014, 2016, 2018
Khan Academy Teacher Certification, 2018
Project Management Professional, 2013-present
White Belt in Lean Six Sigma, 2013, 2021
Society for Human Resource Management-Senior Certified Professional
(SHRM-SCP), 2015
Global Professional in Human Resources, 2007-present
Senior Professional in Human Resources, 2006-present
Microsoft Office Certified Trainer, 2001
Microsoft Authorized Instructor, 2001
Microsoft Office User Specialist – Microsoft Office 2000 – Master Level, 2001
Microsoft Office User Specialist – Word 2000 – Expert Level, 2001
Microsoft Office User Specialist – Excel 2000 – Expert Level, 2001
Microsoft Office User Specialist – Outlook 2000 –
2001 Microsoft Office User Specialist – Access 2000 – 2001
Microsoft Office User Specialist – PowerPoint 2000 – 2001
Microsoft Office User Specialist – Microsoft Office 97 – Master Level, 1999
Microsoft Office User Specialist – Access 97 – Expert Level, 1999
Microsoft Office User Specialist – PowerPoint 97 – Expert Level, 1999
Microsoft Office User Specialist – Word 97 – Expert Level, 1999
Microsoft Office User Specialist – Excel 97 – Expert Level, 1998
Microsoft Office User Specialist – Excel 97 – Proficient Level, 1998

Courses Taught

Typing/Data Entry	Business Skills	Accounting & Economics	Math & Statistics
Business Skills	Business Transcription	Cost Accounting	Basic Math
Calculating	Business Writing	Intermediate Accounting I	Calculation
Data Entry	Customer Service	Intermediate Accounting II	Statistics
Keyboarding I	Office Equipment Usage	Intermediate Accounting III	Business Statistics
Keyboarding II	Stress Management	Managerial Accounting	
Keyboarding III	Teambuilding	Microeconomics	Graduate Level
Speedbuilding Typing	Telephone Techniques		Statistics
Word Processing I	Time Management		
Word Processing III	Graduate Level		
Typing for Older Adults	IT Concepts		
Psychology	English	Computer	Personal Enrichment
Introduction to Psychology	Business Writing	Intro. to Information Systems	Effective Listening
Social Science Statistics	Composition	Software for Visually Impaired	Financial Management
Social Psychology	Cover Letter Writing	Medical Manager	Goal-setting
Industrial/Organizational Psy.	Grammar	Medical Office Management	Time Management
Effective Listening	Proofreading	Medisoft	Cover Letter Writing
Non-verbal Communication	Punctuation	Microsoft Access	Interviewing Skills
Undergrad Research Methods	Resume Writing	Microsoft Excel	Job Readiness
Graduate Level	Spelling	Microsoft PowerPoint	Resume Writing
Research Methods		Microsoft Word	Attitudes Show
		PC Essentials	
		Quattro Pro	
		Windows 95	
		Windows 95 for Older Adults	
		Word Processing I & III	
		WordPerfect	
		WordPerfect for Older Adults I	
		Grad Information Technology	
		Organizational Psychology-	
		Business	Public Administration
Ethics	Medical		
Graduate Level	Medical Transcription	Industrial/Organizational Psy.	Graduate Level
Values and Ethics in	Medical Office Assist'g	Services Marketing	Leadership in Public
Administration	Medical Office Mgmt.	Training and Development	Purpose Organizations
	Medical Terminology	Organizational Behavior	Graduate Level
		Dynamics of Leadership	Statistics
		Principles of Management	Graduate Level H.R.
		Labor Relations	Mgmt.
		Total Quality Management	Graduate Level
		Business Policies and Strategies	Research Methods
		Diversity in the Workplace	Graduate Level
		Project Management	Changing Org's
		Strategic Human Resources	Graduate Level Project
		Essentials of Human Resources	Management
		Compensation and Benefits	
		Graduate Level	Graduate Level Public
		Organizational Development	Admin. Capstone
		Graduate Level Diversity	Graduate Level Groups

