

[Print](#)**Advisory Board & Committee Interest Form - Submission #25281****Date Submitted: 5/7/2024****Last Name\***

Mcguffie

**First Name\***

Allain

**District # You Live In.\***

4

**Home Address\***

3105 n 38th ave

**City\***

Hollywood

**State\***

FL

**Zip Code\***

33021

**Home Phone****Cell Phone****Email Address\***

mcguffiea70@gmail.com

**Owner or Renter \***

Own

**Number of years as city resident\***

4

**Are you registered to vote in Broward County? \***

Yes

**Education (highest degree / level)**

Phd

**Occupation\***

Adjunct professor

**Work Phone****Business Name\***

Wish in a bottle llc

**Business Address****City****State****Zip Code****Identify the board / committee(s) to which you request appointment (Please rank in order of preference)****Selection (1)\***

Education Advisory Committee

**Selection (2)\***

Community Development Advisory Board

**Selection (3)\***

None

**Selection (4)\***

None



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**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\***

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\*

Some important Community Development issues that are typically crucial to any area include affordable housing, infrastructure improvements, economic development opportunities, access to healthcare and social services, environmental sustainability, public safety, and inclusive community engagement.

A healthy neighborhood is one that fosters a sense of community belonging and pride, provides access to essential services and amenities, promotes physical and mental well-being, offers safe and inclusive spaces for social interaction, supports economic opportunities for residents, and prioritizes environmental sustainability.

The vision and primary work of the Community Development Advisory Board usually involve advising on policies, programs, and projects that promote community growth, economic development, affordable housing, infrastructure improvements, and overall well-being in Hollywood. The board typically focuses on enhancing quality of life, fostering sustainable development, and addressing the diverse needs of the community.

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](http://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\*

The current challenges facing education vary, but some common issues include adapting to remote learning, closing the achievement gap, addressing student mental health, supporting diverse learning needs, and integrating technology effectively.

2. My vision for education in Hollywood would be to prioritize inclusivity, creativity, and innovation. I would aim to create an environment that supports all students' individual needs and interests while preparing them for success in a rapidly changing world.

3. The primary work of the Education Advisory Committee is to provide insights, recommendations, and guidance on educational policies, programs, and initiatives. The committee plays a crucial role in shaping the direction of education in Hollywood by offering expertise and perspectives from various stakeholders.

4. With limited meetings, the Committee should prioritize issues based on their potential impact, alignment with the committee's goals, and urgency. It's essential to focus on topics that will make a significant difference and contribute to the overall mission of improving education in Hollywood.

5. The Committee can measure its success by setting clear goals, establishing key performance indicators, tracking progress regularly, gathering feedback from stakeholders, and conducting assessments or evaluations. By regularly reviewing outcomes and feedback, the Committee can ensure that it's on track to accomplish its mission and goals.

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\***

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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\***

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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\***

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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\***

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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\***

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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\***

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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\***

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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\***

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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\***

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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\***

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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?

**Sister Cities Advisory Committee - Questions\***

1. Do you speak more than one language? If so, what languages do you speak? 2. Do you have experience in travel, cultural exchange, and/or fund-raising? Please describe. 3. Which Sister City focus areas are you most passionate about: a. Art and Culture; b. Business and Trade; c. Community Development; d. Youth and Education. 4. What (if any) life experience motivated you toward volunteerism? 5. Please describe why you are interested in serving on the Sister Cities Advisory Committee.

**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?\***

Yes



**If so, how many?\***

2



**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?\***

Aac

**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.\***

My education background perfectly match the committee

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

Adjunct Professor Dec 2022 – Present  
St. Thomas University  
Admissions Counselor August 2022 – Present  
St. Thomas University  
City of Hollywood African  
American Advisory Council  
Jun 2023 – Present  
▪ Contribute to informing the City  
Commission about the nee

**Are you presently employed by the City of Hollywood?\***

No



**If so, in what capacity?\***

N/a

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

ALLAIN MCGUFFIE RESUME.pdf

# ALLAIN MCGUFFIE

A | M

## CONTACT



📞 786-642-8210

✉ mcguffiea70@gmail.com

📍 3105 N 38<sup>th</sup> Ave, Hollywood, FL 33021

## SKILLS



- Research and Analysis
- Patience
- Organization and planning
- Ethics & Integrity
- Critical Thinking
- Organized and Resourceful
- Community Engagement
- Plan Development
- Microsoft Office Applications
- Information Management
- Training and Developing Others
- Policy and Process Design
- Group and Individualized Instruction
- Excellent Presentation and Delivery
- Leadership Courage
- Compliance and Policy Enforcement
- Navigating Ambiguity
- Problem Solving & Conflict Management
- Time Management
- Leadership Courage
- Decision making
- Relationship Building
- Virtual Assessments and Services

## EDUCATION



### St. Thomas University

PHD | 2022 - 2024

Major: Doctor of Philosophy in Ethical Leadership

### Grand Canyon University

M.P.A. | 2020 - 2022

Major: Master of Public Administration

### William Paterson University

B.A. | 2020

Major: Bachelor of African World Studies and Health Studies

## SUMMARY



Results-driven professional with a diverse background in education, admissions, and management. Currently serving as a Systems Adjunct Professor at St. Thomas University, excelling in delivering engaging classroom experiences. As an Admissions Counselor, I lead strategic enrollment initiatives, contributing significantly to new graduate and online applications' growth. With experience as an Admission Coordinator and District Manager, I surpassed enrollment objectives, effectively communicating policies and fostering positive relationships. Proficient in community engagement, demonstrated as a Community Field Director. Seeking opportunities to leverage leadership and strategic planning expertise for organizational success.

## PROFESSIONAL EXPERIENCE



### Adjunct Professor

Dec 2022 – Present

#### St. Thomas University

- Delivering excellence in teaching socio-economic resources for organizational leadership, demonstrating a passion for guiding students towards academic and professional success.
- Cultivating an inclusive and engaging classroom environment, reflecting a dedication to undergraduate education and proficiency in working with diverse student populations.
- Developing and maintaining a comprehensive class syllabus, assignment log, and supplementary materials to enhance the learning experience for students.
- Actively participating in faculty meetings, contributing to discussions on departmental goals and upcoming events, thereby collaborating with colleagues to enhance the overall academic environment.
- Proactively planning and executing lectures, assignments, and in-field experiences, aligning with the necessary course curriculum to ensure a well-rounded educational experience.
- Meeting and exceeding assigned enrollment department goals, actively contributing to the growth of new graduates and online applications through effective teaching methodologies.

### Admissions Counselor

August 2022 – Present

#### St. Thomas University

- Spearheaded the development, implementation, and marketing of programs to attract prospective graduate students, enhancing the university's outreach and enrollment strategies.
- Effectively communicate admissions policies, showcasing the quality of education offered by STU.
- Manage a designated geomarket/recruitment territory, actively visiting local and out-of-state colleges to provide comprehensive advising admission services.
- Coordinate admission functions, participate in college fairs, and maintain regular communication with prospects, applicants, and counselors.
- Conduct informative admissions counseling sessions and host engaging information sessions for visiting students and families, both in person and through virtual platforms.
- Deliver dynamic presentations, adeptly addressing inquiries about admission processes, application requirements, and university offerings.
- Achieve and exceed assigned enrollment department goals, particularly in relation to new graduates and online applications.



## VOLUNTEER



### CEO - Wish in a Bottle Foundation, Inc.

Jan 2020 – Present

- Lead a dynamic non-profit organization focusing on environmental safety, education, and community engagement.
- Plan and organize monthly community clean-up events and fundraising initiatives to provide school supplies for children in need.

### City of Hollywood African American Advisory Council

Jun 2023 – Present

- Contribute to informing the City Commission about the needs and concerns of African Americans.
- Promote fairness and equality in economic, employment, housing, education, and cultural opportunities.

### City of Hollywood Education Advisory Committee

Jun 2023 – Present

- Contribute to the committee promoting and supporting quality educational opportunities in Hollywood.
- Work towards ensuring Hollywood's educational offerings rank among the best in the State of Florida.

## REFERENCES



Reference available upon request

## PROFESSIONAL EXPERIENCE CONTINUED



### Admission Coordinator Southeastern College

May 2022 – August 2022

- Acted as a vital liaison between Southeastern College and prospective students and their families, facilitating seamless communication and fostering positive relationships.
- Effectively conveyed admissions policies, emphasizing the excellence of an SEC education to prospective students.
- Surpassed pre-established enrollment objectives through strategic recruitment efforts.
- Maintained consistent communication with students throughout the recruitment process via telephone, email, and other correspondence methods.
- Demonstrated flexibility and efficiency by performing miscellaneous job-related duties as assigned, contributing to the overall success of the admissions team.

### District Manager Momentum Solar

Jan. 2021 – April 2022

- Played a pivotal role in canvasser recruitment activities, ensuring the achievement of recruitment goals for the field organizers.
- Managed, oversaw, and assessed the effectiveness of the overall canvassing team and systems within the district.
- Spearheaded the recruitment process by identifying and selecting qualified candidates, developing recruitment practices and collaterals, conducting interviews, and overseeing the onboarding process.
- Established and implemented training programs to enhance the skills and motivation of canvassers, including the creation and curation of training materials/systems.
- Conducted comprehensive training sessions for canvassers, focusing on product knowledge, canvassing techniques, and overall systems to ensure a well-prepared and high-performing team.

### Community Field Director Hard Knock Strategist

Dec 2019 – Nov. 2020 (TEMP)

- Assisted field organizers in all canvasser recruitment activities, ensuring the achievement of recruitment goals within the assigned region.
- Implemented comprehensive vetting, interviewing, and hiring processes for all successful applicants under the supervision of the Program Manager.
- Ensured the successful training and orientation of all canvassers, fostering a knowledgeable and motivated team.
- Managed the timely launch and completion of all canvasses, maintaining order and efficiency throughout the program duration.
- Promoted continuous development among canvass teams, guiding them in day-to-day duties and responsibilities throughout the program.
- Effectively communicated on-the-ground information to canvassers and provided timely responses to their inquiries.
- Delivered daily quantitative and qualitative reports to the Canvass Director, contributing to the ongoing evaluation of the program's success.

### Assistant Manager Enterprise Holdings

March. 2021 – Feb2022

- Actively engaged in a comprehensive learning experience within the structured program, gaining proficiency in various aspects of the business while supporting new hires.
- Functioned as the interface between Enterprise, customers, and partners, embodying the brand and ensuring operational expertise behind the scenes.
- Demonstrated dedication to learning the business intricacies, intending to eventually manage an independent branch, cultivating new business, and leading a team.
- Received hands-on guidance, mentoring, and support in a dynamic learning environment, fostering success in the role.
- Developed essential relationships within the community to contribute to business growth.
- Acquired expertise in customer service, sales, marketing, finance, and operations, consistently prioritizing customer satisfaction.