

October 7, 2011

UMR-ACUHO Membership Involvement Committee  
100 Mayflower Hall  
University of Iowa  
Iowa City, IA 52242

Dear Membership Involvement Committee:

Please accept this letter as notice of my intent to apply for UMR-ACUHO's Vice President/ President Elect position.

I began my involvement in UMR-ACUHO more than 10 years ago. Since that time, I've served on numerous committees including two terms as the Program Committee chair and one term on the Executive Committee. While I found each experience to be both rewarding and challenging, it was my time as an executive member that cemented my desire to become Vice President/ President Elect.

The last two years have allowed me to see firsthand where UMR-ACUHO has been and the future we are striving for. Our Association is evolving both in its structure and goals while continuing to maintain the vision that has made us the strong organization we are today. We have an exciting future ahead of us and I hope to be part of the team that leads us there.

In my professional life, I serve as the director of residential life and housing on my campus. My duties primarily revolve around fiscal management, operations oversight, strategic planning, assessment, and visioning. These focus areas align well with the various duties of the Vice President/President Elect and I believe the skills I have gained would serve the Association well should I be selected for this position.

I also believe I possess several traits appropriate for executive positions. I am passionate about UMR-ACUHO and care deeply about the professional development opportunities the Association affords our members. I attempt to have transparency in all I do and believe others consider me to be an honest individual. I have a strong work ethic and am driven to achieve the goals I set for myself. If selected for the Vice President/President Elect position, I would work diligently for an association I love and do all I could to ensure we achieve the bright future that is before us.

Thank you for your time and consideration. Should you need additional information, please do not hesitate to contact me. I look forward to hearing from you.

Sincerely,

  
Tina Sheppard

# TINA SHEPPARD

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205 West 12<sup>th</sup> Street • Rolla, MO 65409 • Work: 573-341-4218 • tinas@mst.edu

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## EDUCATION

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<b>Doctorate of Education, Educational Leadership and Policy Analysis</b>	ABD
University of Missouri, ABD	
<b>Master of Science in Community Counseling; Student Personnel Emphasis</b>	May 1997
University of Central Arkansas	
<b>Bachelor of Science in Mass Communication, Public Relations Emphasis</b>	August 1994
Southeast Missouri State University	

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## WORK HISTORY

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<b>Director of Residential Life</b>	February 2003-present
Missouri University of Science and Technology	
<ul style="list-style-type: none"><li>• Responsible for administering the related operations, programs and services for over 1800 students, faculty, and staff residing in three residential complexes, apartments, townhouses, and university owned houses generating \$12 million in revenue.</li><li>• Duties include strategic planning, assessment, budget development and monitoring, staffing and personnel issues; facilities management and improvements, residential life services, and other duties regarding department management.</li><li>• Maintained oversight of room assignments, housing agreements, meal agreements, billing and rent collection for all residential areas; served as contact for legal counsel regarding contracts and services.</li><li>• Communicated with the campus community and the public regarding information or inquiries pertaining to residential services.</li><li>• Supervised a staff of seven professional staff members, seven clerical staff members, 28 custodians, and over 200 para-professional student staff members. Provide functional supervision of four maintenance staff.</li><li>• Provided oversight for a 10 year, \$60+ million construction and renovation master plan addressing over 300,000 square feet of residential space.</li><li>• Oversaw the creation of a new master plan and department pro forma detailing the next steps of construction and renovation.</li></ul>	
<b>Missouri University of Science and Technology</b>	
<ul style="list-style-type: none"><li>• Assistant Director of Residential Life</li><li>• Residential Life Coordinator</li><li>• Complex Director</li></ul>	August 2001-February 2003 June 2000-August 2001 July 1997-June 2000

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## PROFESSIONAL AFFILIATIONS

- UMR – ACUHO: 1998 - present
  - Executive Committee, Member At Large: 2010 - present
  - Professional Development and Training Committee: 2007
  - Nominating and Site Recruitment Committee: 2006
  - Program Committee Chair: 2004-2005
  - Program Committee Member: 2001-2003
  - Professional Development Committee: 1999 – 2000

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## PRESENTATIONS

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### UMR-ACUHO

- "Facilities, Budgets, and Construction: Three Knowledge Areas to Gain Before Moving to Your Next Position," 2010
- "Let's Play Games! Learning through Experiential Activities," 2003
- "Residential Life Marketing – from Mess to Magnificent," 2002
- "Take Me to Your Leader," 2001
- "Today I'm Green," 2001
- "101 Staff Developments," 1999

September 25, 2011

Becky Wilson  
UMR – ACUHO Member involvement Committee  
100 Mayflower Hall  
University of Iowa  
Iowa City, IA. 52242

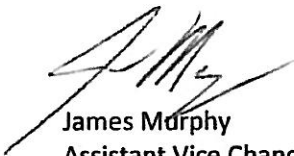
Ms. Wilson;

Tina Sheppard has asked for my endorsement of her candidacy for the UMR-ACUHO region's Vice President/President-Elect executive position. I have spoken with Tina about this at some length and have no reservations with her holding this position. I am confident that if elected, she will serve your organization well while continuing to fulfill her position duties as Missouri S&T's Director of Residential Life.

Tina is an ambitious professional. She has held previous UMR-ACUHO officer positions and her doing so has not conflicted with her Missouri S&T employment. Tina has a passion for UMR-ACUHO and I am eager to see her have this opportunity to hold another executive office.

I hope you will give Tina's application your consideration.

Sincerely,



James Murphy  
Assistant Vice Chancellor  
Division of Student Affairs