

Curriculum Vitae

**Clarissa M. Cota, J.D.**

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**EDUCATION**

**University of Arizona, College of Law.** Juris Doctorate, May 1994.

**University of Arizona,** Bachelor of Arts in Biochemistry and minor in Political Science and Philosophy.  
May 1991.

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**PROFESSIONAL LICENSES**

**Bar Admission:** STATE BAR OF ARIZONA, Bar # 017189.

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**EXPERIENCE – HIGHER EDUCATION ADMINISTRATION**

**Interim Vice President for Academic Affairs**

**College of Southern Nevada**

- ◆ Las Vegas, Nevada. 2018-2019.
- ◆ Reported to the President as the Chief Academic Officer responsible for the overall operation of the academic and assessment units on three campuses, multiple satellite sites and the online campus; served on the leadership team and participated in strategic planning, accreditation, quality enhancement, and expansion of services; provided leadership in the planning, deployment, implementation, and evaluation of the instructional units of the College.
- ◆ Administrator for approximately 1500 faculty and staff and over 150 programs of study from bachelor's degrees to industry skills certificates serving over 50,000 credit and non-credit students.
- ◆ Managed an instructional budget of \$40 million, an instructional support budget of \$6 million and self-supporting budgets in the Division of Workforce and Economic Development including apprenticeship.
- ◆ Served as the institution's Accreditation Liaison Officer for the Northwest Commission of Colleges and University (NWCCU) and responsible for all accreditation reporting and compliance. Responsible for all aspects of the Fall 2018 Mid-Cycle Self-Evaluation report and site visit which received a positive report by the NWCCU.
- ◆ Worked with external agencies such as the Nevada System of Higher Education, the Nevada State Governor's Office and the Clark County School District to review policies, make recommendations and respond to governing board information requests and make appropriate presentations.
- ◆ The Academic Affairs Division includes: Office of ELearning, CSN Libraries, Curriculum and Scheduling, High School Partnerships, Office of Accreditation and Assessment, Centers for Academic Success, Office of Sponsored Projects, Office of Institutional Research, School of Advanced and Applied Technologies, School of Business, Hospitality and Public Services, School of Arts and Letters, School of Math and Science, School of Education, Behavioral and Social Sciences, School of Health Sciences, Division of Workforce and Economic Development.

**Interim Dean, School of Business, Hospitality and Public Services**

**College of Southern Nevada**

- ◆ Las Vegas, Nevada. 11/2012 – 6/2013.
- ◆ Provided leadership for faculty, directors, department chairs, program leaders, students, and staff within the School. Provided strategic direction, budget supervision and participated in the evaluation of faculty and staff. Worked to ensure channels of communication were maximized to improve overall efficiency and service to students, faculty and administration. Represented CSN to the community of service, and sought to maintain and continually improve the academic standards of all programs within the School.

## **Department Chair, Business Administration**

### **College of Southern Nevada**

- ◆ Las Vegas, Nevada. 7/2009 – 10/2012, 7/2013 – 1/2018, 1/2019 – present.
  - ◆ Oversee the Business Administration Department which includes: Business, Management, Marketing, Real Estate, and Law Programs. Oversee the Associate of Business degree which is one of the highest performing degrees at CSN, comes in second to the AA degree, as having the most graduates. Developed and implemented the college's first Bachelor of Applied Science degree in Project Management. Supervise all full and part-time faculty and classified staff. Responsible for program evaluation, curriculum, assessment, advising, budgeting and marketing. Responsible for the Accrediting Council for Business Schools and Programs (ACBSP) accreditation compliance.
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## **EXPERIENCE – COLLEGE FACULTY/INSTRUCTIONAL**

### **Professor and Director, Paralegal Studies Programs**

#### **College of Southern Nevada**

- ◆ Las Vegas, Nevada. 8/1997 – 10/2012, 7/2013 – 1/2018, 1/2019 – present.
- ◆ Tenured faculty member.
- ◆ Director 8/1997 – present.
- ◆ Direct the A.A.S. and Certificate programs for Paralegal Studies. Oversee all full and part-time law faculty. Responsible for program evaluation, curriculum, assessment, advising, budgeting and marketing. Responsible for American Bar Association Accreditation Guideline compliance.
- ◆ Over 20 years of teaching experience. Teach online and traditional law courses such as: Introduction to Law, Beginning and Advanced Legal Research, Computerized Assisted Legal Research and manage the practical internship.

### **Part Time Faculty, Legal Assistant Program**

#### **College of Southern Nevada**

- ◆ Las Vegas, Nevada. 8/1996 - 5/1997.
  - ◆ Part Time Faculty member, Criminal Justice Department.
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## **EXPERIENCE – GOVERNMENT RELATIONS**

### **Chair, Nevada System of Higher Education Hispanic Serving Institution (HSI) Task Force**

- ◆ Las Vegas, Nevada. 10/2014 - present.
- ◆ Coordinate and lead collaborative interactions between the seven institutions of higher education in the State of Nevada. Report to the NSHE Chancellor and Board of Regents regarding HSI initiatives and opportunities to create partnerships and leverage resources amongst the Nevada colleges and universities.
- ◆ Conduct government relations work as related to HSI and MSI issues by visiting with state and congressional leadership; work closely with external stakeholder organizations and networks who are vested in HSI and MSI matters. Visit with congressional leaders in Washington, D.C. on behalf of NSHE regarding educational initiatives and legislation.
- ◆ Present to the Board of Regents and other external stakeholders regarding NSHE HSI strategic goals, institutional HSI initiatives and HSI status.
- ◆ Liaison between NSHE and external national agencies such as the U.S. Department of Education, HACU, AHSIE and Excelencia for Education.

## **Chair, Hispanic Serving Institution (HSI) Task Force College of Southern Nevada**

- ◆ Las Vegas, Nevada. 10/2012 - present.
- ◆ Manage and coordinate all HSI and MSI related activities with direct report to the President.
- ◆ Led the College of Southern Nevada to become the first federally designated eligible HSI in the State of Nevada.
- ◆ Development of a strategic plan and vision for HSI and MSI goals.
- ◆ Working collaboratively to lead the CSN HSI Task Force comprised of members the executive team, institutional research, OTS, counseling, advising, diversity and community affairs, public affairs, resource development, community stakeholders, faculty, and student leadership.
- ◆ Deliver media, radio and television interviews and frequent public speaker for internal and community events.
- ◆ Lead on grants associated with HSI status, such as Title V, Title III, and NSF – HSI Program.
- ◆ Conduct government relations work as related to HSI and MSI issues by visiting with state and congressional leadership; work closely with external stakeholder organizations and networks who are vested in HSI and MSI matters; liaison between CSN and external national agencies such as the U.S. Department of Education, HACU, AHSIE and Excelencia for Education.

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## **EXPERIENCE – RESOURCE DEVELOPMENT/GRANTS**

### **Direct Supervisor – CSN Office of Sponsored Projects**

- ◆ Las Vegas, Nevada. 2/2018 – 1/2018.
- ◆ Acting Executive Director 10/2018 – 1/2018.
- ◆ 2018 Total Grant Management increase from \$7 million to \$11 million
- ◆ Directly involved in the procurement, development, implementation, and accountability of the following grants:
  - ◆ State of Nevada Governor’s OSIT – STEM Impact Grant - \$1 million
  - ◆ State of Nevada Department of Education – ACE Pilot Grant - \$325,000
  - ◆ WINN Funds – POCUS Grant - \$317,000
  - ◆ Lumina – Pathways Work - \$275,000
  - ◆ Complete College America, Metro Momentum Pathways Region Technical Assistance Grant - \$450,000
  - ◆ SAMSHA – DHHS – Mental Health First Aid - \$51, 000
  - ◆ Carl D. Perkins – \$2.7 million
  - ◆ UNR Cooperative Extension – Food Insecurity Grant Development

### **Federal Grant Writing Experience**

- ◆ Title V – Developing Hispanic Serving Institutions Program
- ◆ Title III Part F – Hispanic Serving Institution STEM and Articulation Program
- ◆ U.S. Department of Education – First in the World Program
  - ◆ Although not funded, became the foundation for the existing Customer Relationship Management (CRM) system implementation, MyCoyotePLAN at CSN.

### **Business Administration Department - Resource Development**

- ◆ Carl D. Perkins (yearly 2013-2019, approximately \$400,000)
  - ◆ Best Practice Visit to Silicon Valley
  - ◆ Elite Business Speakers Series
  - ◆ Faculty Professional Development Conference Travel and Presentations
  - ◆ Interactive Business Lab (IBL) – North Las Vegas
  - ◆ Student laptops
  - ◆ Instructional Technology
  - ◆ Faculty Professional Development
- ◆ CSN Equipment Request Funds
  - ◆ Department faculty laptops - \$30,000
  - ◆ Enhanced instructional technology for Charleston Campus (site of the future IBL) - \$40,000

- ◆ Foundational Gifts: Student Business Incubator Program (\$40,000), Cox Charities Award (\$15,000)
  - ◆ GoToCollege Access Challenge Grant Recipient, Accelerated Associate of Business Program (2010/2011 and 2011/2012) - \$200,000. (Accelerated AB Degree is now institutionalized.)
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## **EXPERIENCE – LEGAL**

### **Contract Attorney - Law Offices of Andrew M. Leavitt**

- ◆ Las Vegas, Nevada. 1/1999 – present.
- ◆ Assist with legal work when possible. Contract legal work includes: assistance with client communication, drafting legal documents, litigation preparation, verbal and written Spanish translation, assistance with client billing and collection.

### **Westlaw Account Manager**

- ◆ Las Vegas, Nevada. 3/1995 - 11/1998. (Part-time 12/1998 - 3/1999.)
- ◆ Liaison between West Group and the State of Nevada.
- ◆ Managed, coordinated and conducted training sessions and provided legal research assistance for all accounts throughout the state. (Accounts included: federal and state government offices, federal and state judiciary and private firms.)

### **Federal Public Defenders Office – Law Clerk**

- ◆ Tucson, Arizona. 5/1993 - 2/1995.
- ◆ Researched and drafted office memorandums, criminal motions and appellate briefs for the Ninth Circuit Court of Appeals.

### **Arizona Supreme Court - Administrative Office of the Courts – Law Clerk**

- ◆ Phoenix, Arizona. 8/1994 - 12/9194.
- ◆ Edited the Arizona Courts Procedures Manual for the Clerks of the Court for limited and general jurisdictions and updated the Arizona Limited Jurisdiction Manual used as a bench book.

### **University of Arizona - Office of General Counsel - Internship**

- ◆ Tucson, Arizona. 1/1994 - 5/1994.
- ◆ Assisted the University Attorneys with administrative matters and worked on university compliance issues with ADA and EEOC guidelines and position statements.

### **Criminal Prosecution Clinical at the Pima County Attorney’s Office**

- ◆ Tucson, Arizona. 8/1993 - 12/1993.
- ◆ Represented the State of Arizona in Pima County Justice Court in arraignment, pretrial conference, bench and jury trial proceedings. (Cases handled: traffic violations, domestic violence, criminal damage, assault and D.U.I.’s.)

### **Jesus R. Romo-Vejar, Attorney at Law – Law Clerk**

- ◆ Tucson, Arizona. 6/1992 - 12/1993.
- ◆ Research and drafted office memorandums and motions for state and federal court.
- ◆ Provided trial assistance and interviewed witnesses and clients.

### **Florence Immigrant and Refugee Rights Project - Internship**

- ◆ Florence, Arizona. 1/1993 - 5/1993.
- ◆ Directly advocated for political refugees and other immigrants at the Federal INS Processing Center.

### **Judicial Clerkship for Superior Court Judge Fleischman of Pima County.**

- ◆ Tucson, Arizona. 5/1992 - 8/1992.
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## **HONORS**

### **Leadership:**

- ◆ Accreditation Liaison Officer, Northwest Commission on Colleges and Universities (3/2018 – 2/2019).
- ◆ Accrediting Council of Business Schools and Programs, Associate Degree Board of Commissioners (2018 – 2021).
- ◆ Chair of the NSHE Hispanic Serving Institution Task Force (Fall 2014 – present).
- ◆ Chair of the CSN Hispanic Serving Institution Task Force (Fall 2012 - present).
- ◆ American Council of Education, Nevada State Chair, Women in Higher Education Network (Fall 2013- present).

- ◆ Society of Human Resource Management, Nevada State Council, Workforce Director (1/2019 – present).
- ◆ Las Vegas Latin Chamber of Commerce, Education Committee Co-Chair (3/2019 – present).
- ◆ Facilitator, HACU Latino Higher Education Leadership Institute, Atlanta, GA (10/2018).
- ◆ Phi Theta Kappa Induction, Keynote Speaker (May 2018).
- ◆ Chair of the CSN Council of Chairs (7/2017 – 1/2018).
- ◆ CSN Latino Graduation Keynote Speaker (5/2017).
- ◆ Leadership Las Vegas Class of 2015, Las Vegas Metro Chamber (2014 - 2015).
- ◆ Women of Influence, Keynote Speaker, CSN (2013).
- ◆ President - Region 7 - Accreditation Council for Business Schools and Programs (2011 - 2012).
- ◆ Accreditation Site Evaluator – Accreditation Council for Business Schools and Programs (2013 - 2014), (2016-2017).
- ◆ CSN Executive Leadership Institute (2011 - 2012).
- ◆ ACBSP Leadership Institute: Setting the Table for Success, Baltimore, MD (6/2012).
- ◆ American Council on Education, Office of Women in Higher Education, Nevada State Network, College of Southern Nevada Institutional Representative (Spring 2009 – Fall 2013).

**Awards and Recognitions:**

- ◆ Cox Communication Foundation Grant Recipient (2017).
  - ◆ Technology support for the CSN Business Incubator and Interactive Business Lab
- ◆ Las Vegas Metro Chamber of Commerce, Certificate of Recognition for Customer Service Excellence (2017).
- ◆ Perkins CTE Grant Recipient (2013, 2014, 2015, 2016, 2017, 2018, 2019).
  - ◆ Best Practices Visit to Silicon Valley
  - ◆ Elite Business Speakers Series
  - ◆ Faculty Professional Development Conference Travel and Presentations
  - ◆ Interactive Business Lab – CSN North Las Vegas Campus
- ◆ Outstanding Service and Leadership to the HSI Community Award, AHSIE (Spring 2017).
- ◆ Excellence in Service Award, College of Southern Nevada (Fall 2014).
- ◆ GoToCollege Access Challenge Grant Recipient, Accelerated Associate of Business Program (2010/2011 and 2011/2012).
  - ◆ Accelerated AB Program has been self-sustaining since the grant expired.
- ◆ Women of Excellence Award (Spring 2010).
- ◆ El Dorado Award for Outstanding Faculty Member (Fall 2009).
- ◆ Sabbatical Leave Award (Spring 2008).
- ◆ President’s Outstanding Faculty Award 2004-2005, Community College of Southern Nevada.
- ◆ Outstanding Faculty Member 1999-2000, Board of Regents, UCCSN.
- ◆ Distinguished CCSN Citizen Award, Department of Business Administration, Community College of Southern Nevada (May 1999).
- ◆ School to Career Externship Grant – Development of Legal Technology Course (Summer 2003).
- ◆ School to Career Externship Grant - Law Offices of Andrew M. Leavitt (Summer 2001).
- ◆ School to Career Mini-Grant - Development of Legal Secretarial Program (4/1999).

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**Graduate:**

- ◆ Recipient of the Law College Valdemar Cordova Scholarship.
- ◆ Recipient of the Graduate College Fellowship for the University of Arizona.

**Undergraduate:**

- ◆ Regents Academic Fee Waiver Recipient for the University of Arizona.
- ◆ Summer Bridge and Peer Counselor for the Office of Minority Student Affairs

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**LEADERSHIP DEVELOPMENT**

- ◆ ACE Women’s Network, State Chair’s Leadership Conference, Philadelphia, PA (3/2019).
- ◆ AACC John E. Roueche Future Leaders Institute, San Diego, CA (02/2019).
- ◆ HACU Latino Higher Education Leadership Institute, Atlanta, GA (10/2018).
- ◆ AACC Future Presidents Institute, Washington, DC (09/2018).

- ◆ Las Vegas Metro Chamber, Business Leaders Fly-In, Washington, DC (07/2018).
- ◆ NWCCU Accreditation Liaison Officer Training, Seattle, WA (03/2018).
- ◆ HACU Latino Higher Education Leadership Institute, San Diego, CA (10/2017).
- ◆ HACU Capitol Forum, Washington D.C. (4/2013, 4/2014, 3/2015, 3/2016, 4/2017).
- ◆ ACE Women's Network, State Chair's Leadership Conference, Washington, DC (3/2017).
- ◆ ACBSP Site Evaluation Visit, Northeast Wisconsin Technical College, Green Bay, WI (9/2016).
- ◆ ACE Women's Network, State Chair's Leadership Conference, San Francisco, CA (3/2016).
- ◆ 2016 USA Funds Symposium "Enhancing MSIs by Investing in Innovation. Using Data to Demonstrate College Value," Atlanta, GA (2/2016).
- ◆ Global Leadership Summit, Canyon Ridge Christian Church, Las Vegas, NV (9/2015).
- ◆ Leadership Las Vegas, Class of 2015, Las Vegas Chamber of Commerce (2014-2015).
  - ◆ Intensive year-long leadership training and immersion into a broad spectrum of local industries and businesses.
- ◆ ACE Women's Network, State Coordinators Leadership Conference, San Diego, CA (3/2014).
- ◆ ACBSP Site Evaluation Visit, Luna Community College, Las Vegas, NM (3/2014).
- ◆ AHSIE Grantsmanship Institute - Title V, Denver, CO (10/2014).
- ◆ MSI Leadership Forum, UNLV, Las Vegas, NV (12/2013).
- ◆ ACBSP Site Evaluator Training, Salt Lake City, UT (6/2013).
- ◆ ACBSP Leadership Institute: Setting the Table for Success, Baltimore, MD (6/2012).
- ◆ ACBSP Region 7 Conference, Host, Phoenix, AZ (1/2012).
- ◆ ACBSP Region 7 Conference, Host, Las Vegas, NV (1/2011).
- ◆ CSN Executive Leadership Institute, Las Vegas, NV (2011 – 2012).

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## PRESENTATIONS

- ◆ “ACBSP Standard 4 – Program Assessment,” ACBSP Assessment Workshop, Las Vegas, NV (01/19).
- ◆ K-12 STEM Leaders Academy, Panelist, Las Vegas, NV (11/2018).
- ◆ Board of Regents, Existing Program Review, School of A&AT (11/2018).
- ◆ “Women In STEM,” Panelist on the Las Vegas PBS Nevada Week Television Show (10/2018).
- ◆ “Building Partnerships,” Facilitator for the HACU Latino Education Leadership Institute, Atlanta, GA (10/2018).
- ◆ Board of Regents, CDC, NSHE HSI Task Force Presentation (9/2018).
- ◆ CSN Academic Affairs Overview (9/2018).
- ◆ Board of Regents Part-Time Student Presentation (8/2018).
- ◆ CSN VPAA and VPTA Convocation Presentation – 2018-2019 Strategic Goals (8/2018).
- ◆ MGM Presentation of CSN Programs (7/2019).
- ◆ Perkins CTE Presentation to Workforce Connections (7/2018).
- ◆ CSN Commencement (5/2018).
- ◆ Nevada Legislative Interim Committee on Education AB 202 Hearing - CSN Program Alignment with Nevada Workforce Goals (4/2018).
- ◆ Nevada Legislative Interim Committee on Education – CTE Presentation (2/2018).
- ◆ “Leveraging Community Partnerships to Help Drive Strategic Objectives,” American Association for Paralegal Education Annual Conference, Albuquerque, NM (10/2017).
- ◆ “What Does It Mean to be an HSI,” Mohave Community College Faculty Day, Kingman, AZ (9/2017).
- ◆ “The HSI Progression for CSN,” Latin Chamber of Commerce Luncheon Speaker, Las Vegas, NV (01/2017).
- ◆ “Lessons Learned from Nevada: An Emerging HSI State,” Alliance of Hispanic Serving Institution Educators Annual Conference, Las Vegas, NV (4/2017).
- ◆ “The Power of Influence,” Clark County Summer Business Institute, Las Vegas, NV (7/2016).
- ◆ “State of the Paralegal Profession,” Las Vegas Valley Paralegal Association, Las Vegas, NV (6/2016).
- ◆ “State of the Paralegal Profession,” Association of Legal Administrators, Las Vegas, NV (6/2016).
- ◆ "Interactive Business Lab," League for Innovations - StemTech Conference, Phoenix, AZ (10/2015).
- ◆ “HSI Status and Title V,” Institutional Advisory Council, Las Vegas, Nevada (6/2015).
- ◆ "Achieving Nevada HSI Status," Latino Network Summit, City of Las Vegas (3/2015).

- ◆ "Foot on the Gas Pedal - Accelerated Pathways in Business," ELearning Conference, Las Vegas, NV (2/2015).
- ◆ "Financial Literacy," PAYBAC CCSD, Robert Gibson Middle School, Las Vegas, NV (1/2016).
- ◆ "Leadership Principles," FBLA State Conference, NV Dept. of Education, Las Vegas, NV (4/2015).
- ◆ "Pipelines to Becoming a Hispanic Serving Institution," CSN Convocation, Las Vegas, NV (1/2014).
- ◆ "Changing Student Services to Address Demographic and Social Change," HACU Annual Conference, Chicago, IL (10/2013).
- ◆ "Spheres of Influence," Women of Influence Luncheon, Keynote, CSN, Las Vegas, NV (3/2013).
- ◆ "Supporting Evidence of Success – CSN Accelerated AB Program," League for Innovations Conference, Dallas, TX (3/2013).
- ◆ ACBSP Region 7 Conference Business Meeting Moderator, Baltimore, Maryland (6/2012).
- ◆ "Infusing Technology Across the Curriculum" - AAFPE Regional Conference, San Diego, CA (2/2010).
- ◆ "Tips Given by Seasoned Program Directors" – AAFPE National Conference, Dallas, TX (10/2008).
- ◆ "Portfolios" – CCSN Assessment Summit (3/2007).
- ◆ "Diversity and Cultural Awareness and the Pursuit of New Heights in Paralegal Education" – AAFPE National Conference, Albuquerque, NM (10/2004).
- ◆ "Harnessing the Power of the Internet" – Clark County Bar Association (5/2004).
- ◆ "Basics of Legal Research" - Halfmoon, L.L.C. (11/2001).
- ◆ "Ideas In the Air" – KNPR Radio Show. (2/2011, 8/31/2006, 11/30/2005 and 11/5/2001).
- ◆ "Nevada Law on the Internet" - Clark County Bar Association Seminar Series (Beginning 4/2000 and Advanced 5/2000).
- ◆ "Legal Research over the Internet" - Clark County Bar Association Seminar Series (Beginning 3/1999 and Advanced 5/1999).
- ◆ "Nevada Discovery Skills for Paralegals" - Halfmoon, L.L.C. (9/1998).

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## **PUBLICATION**

- ◆ "What Can a Paralegal Do For You?" - Communique, Official Journal of the Clark County Bar Association (8/2007).

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## **PROFESSIONAL DEVELOPMENT**

- ◆ 15 hours/year of Continuing Legal Education credits required by the State Bar of Arizona.
- ◆ ACE Annual Conference, Philadelphia, PA (3/2019).
- ◆ AACC Workforce Development Institute, San Diego, CA (2/2019).
- ◆ NWCCU Annual Meeting, Seattle, WA (11/2018).
- ◆ Successes and Insights – Smart Cities Technology, Las Vegas, Nevada (11/2017).
- ◆ The Southwest Conference on Transforming STEM Education in Hispanic-Serving Institutions – NSF Sponsored, University of Arizona, Tucson, AZ (11/2017).
- ◆ HACU Annual Conference, San Diego, CA (10/2017).
- ◆ AAFPE Annual Conference, Albuquerque, NM (10/2017).
- ◆ Governor’s Business Conference, Reno, NV (8/2017).
- ◆ ACBSP Annual Conference, Anaheim, CA (6/2017).
- ◆ AAFPE Pacific Regional Conference, Oakland, CA (3/2017).
- ◆ HACU Annual Conference, San Antonio, TX (10/2016).
- ◆ Western Governor’s University Seminar, Salt Lake City, UT (10/2016).
- ◆ Governor’s Business Conference, Las Vegas, NV (9/2016).
- ◆ AHSIE Best Practices Conference, Camarillo, CA (3/2016).
- ◆ Latino Summit, City of Las Vegas (3/2016).
- ◆ NEH Visiting Scholar Presentation, "Linked in with Latin America," CSN (3/2016).
- ◆ "Interactive Teaching Methods" - Dr. Chris Finn, Drexel University, CSN (2/2016).
- ◆ League for Innovation in the Community College – STEM Tech Conference, Phoenix, AZ (11/2015).
- ◆ AAFPE Annual Conference, Milwaukee, WI (10/2015).
- ◆ HACU Annual Conference, Miami, FL (10/2015).
- ◆ AAFPE Pacific Regional Conference, Portland, OR (4/2015).

- ◆ AHSIE Best Practices Conference, San Antonio, TX (3/2015).
- ◆ Paulsen Perspective, Wells Fargo, Las Vegas, NV (12/2014).
- ◆ AAFPE Annual Conference, Las Vegas, NV (11/2014).
- ◆ NACCE Annual Conference, Phoenix, AZ (10/2014).
- ◆ HACU Annual Conference, Denver, CO (10/2014).
- ◆ Innovation Insights 2014, Pearson Symposium, Las Vegas, NV (9/2014).
- ◆ NISOD, Austin, TX (5/2014).
- ◆ AAFPE Annual Conference, Phoenix, AZ (11/2013).
- ◆ Women of Color Conference, MGM, Las Vegas, Nevada (8/2012).
- ◆ ACBSP Annual Conference, Los Angeles, CA (6/2012).
- ◆ AAFPE Pacific Region Conference, Denver, CO (3/2011).

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## **ASSOCIATIONS AND MEMBERSHIPS**

### **Professional:**

- ◆ State Bar of Arizona
- ◆ Leadership Las Vegas Alumna, Class of 2015, Las Vegas Metro Chamber of Commerce
  - ◆ LLV Alumni Activities Committee Member
- ◆ Society for Human Resource Management
  - ◆ Nevada State Council, Workforce Readiness Director
- ◆ Las Vegas Latin Chamber of Commerce
  - ◆ Education Committee, Co-Chair
- ◆ Educational Training Centers (ETC) Workforce Consortium
- ◆ State of Nevada, Department of Business and Industry, Small Business Roundtable
- ◆ Clark County Bar Association
  - ◆ Past Continuing Legal Education Committee Member
- ◆ Nevada Latino Bar Association
  - ◆ Past Vice President of Finance
- ◆ Las Vegas Valley Paralegal Association (associate member)
  - ◆ Past Education Sub-Committee Member
- ◆ Paralegal Association of Southern Nevada (associate member)

### **Academic:**

- ◆ Nevada System of Higher Education (NSHE)
  - ◆ Academic Affairs Council (2018 – 2019).
  - ◆ NSHE HSI Task Force Chair (2014 – present).
- ◆ College of Southern Nevada (CSN)
  - ◆ CSN Vice President Council (2018 – 2019).
  - ◆ CSN Leadership Council (2018 – 2019).
  - ◆ CSN Academic Leadership Team – Chair (2018-2019).
  - ◆ CSN Academic Core Team – Chair (2018 – 2019).
  - ◆ CSN President Search – Institutional Advisory Board Member (January 2018 – May 2018).
  - ◆ CSN HSI Task Force – Chair (2012 – present).
  - ◆ CSN Pathways Team (March 2019 – present).
  - ◆ Advisory Boards
    - ◆ Business Administration Advisory Board Chair (Fall 2009 – present).
    - ◆ Paralegal Studies Advisory Board Chair (Fall 2006 – present).
  - ◆ Strategic Futures Task Force, Mission, Vision Values Co-Chair (Fall 2015 – Fall 2017).
  - ◆ Extended Leadership Council (2015 – January 2018).
  - ◆ Joint Collegiate Council (2009 – January 2018).
  - ◆ Council of Chairs (2009 – present).
    - ◆ Chair – Council of Chairs (Fall 2017 – January 2018).
  - ◆ Business Administration Department (Fall 2009 – present).
    - ◆ Chair - Curriculum Committee
    - ◆ Chair - DE Committee



- ◆ Chair - Assessment Committee
- ◆ Faculty Selection Committee Chair and Committee Member (yearly).
- ◆ Faculty Senate Budget Committee (2016 - 2018).
- ◆ Grade Appeal Committee Chair (2015 - 2017).
- ◆ College Curriculum Advisory Committee for the School of Business, Hospitality and Public Services (Fall 2007 – Spring 2010).
- ◆ President’s Advisory Hispanic Committee. Co-Chair (Spring 2008 – Spring 2011).
- ◆ Retention Advisory Committee (Fall 2007 – Spring 2008).
- ◆ Tenure Committee – Library Department (Fall 2007).
- ◆ Tenure Committee – Paralegal Studies Program (Fall 2006).
- ◆ Department Curriculum Committee Chair (Fall 2002 – Fall 2003).
- ◆ Department Outcome Assessment Committee (Fall 2002).
- ◆ Special Hearing Committee (Fall 2001 – Spring 2002).
- ◆ Faculty Welfare Committee (Fall 2000 – Spring 2002).
- ◆ All College Assessment Committee (Fall 2000 – Spring 2001).
- ◆ Faculty Senator (Spring 1998 – Spring 2000).
- ◆ Faculty Handbook Committee (Summer 1999 - Spring 2000).
- ◆ Faculty Evaluation Committee (Fall 1999).
- ◆ Strategic Planning Committee (Spring 1998).
- ◆ Faculty Senate Re-Organization Committee (Fall 1997).
- ◆ Accreditation Council for Business Schools and Programs (ACBSP)
  - ◆ Associate Degree Board of Commissioners (2018 – 2021).
  - ◆ Region 7 Past –President
  - ◆ Assessment Workshop Host, Las Vegas, NV (01/2019).
  - ◆ Risk Assessment Committee (Fall 2017 – present).
  - ◆ Accreditation Site Evaluator (2013-2014) (2016-2017).
  - ◆ Region 7 Conference Host, Phoenix, AZ (Spring 2012).
  - ◆ Region 7 Conference Host, Las Vegas, NV (Spring 2011).
  - ◆ Teaching Excellence Committee
  - ◆ Strategic Planning Committee
- ◆ American Council on Education (ACE)
  - ◆ Chair, Nevada State, Women in Higher Education Network (Fall 2013 - present).
  - ◆ CSN Representative, Nevada Women in Higher Education Network (Fall 2009 - Fall 2013).
  - ◆ Co-Chaired the Annual ACE/OWHE Nevada Conference (Fall 2009).
- ◆ American Association of Community Colleges (AACC).
  - ◆ Future Presidents Institute
  - ◆ Future Leaders Institute
  - ◆ Workforce Development Institute
- ◆ Association of Chief Academic Officers (CAAO).
- ◆ American Association of University Professors (AAUP)
- ◆ Nevada Faculty Alliance
- ◆ American Association of Paralegal Educators (AAfPE)
  - ◆ Pacific Regional Conference Host, Las Vegas, NV (Spring 2008).
- ◆ Alliance of Hispanic Serving Institution Educators (AHSIE)
  - ◆ Annual Conference Host, Las Vegas, NV (Spring 2017).
- ◆ Hispanic Association of Colleges and Universities. (HACU)
- ◆ Latino Network Board Member, City of Las Vegas (Spring 2015 - present).
- ◆ National Association for Community College Entrepreneurship (NACCE) (Fall 2013 - present).
- ◆ Open World Program, International Judicial Delegation Host, Library of Congress (2009 – 2014).
- ◆ Western Association of Food Chains (WAFC) Education Advisory Board (Fall 2009 - present).

**Community:**

- ◆ Girl Scouts of Southern Nevada
  - ◆ Troop #34 – Parent Member (2013 – present).
  - ◆ GSSNV Board Member (2015 – 2017).
    - ◆ Executive Committee Member (2016 – 2017).
- ◆ Junior Vegas Golden Knights Organization (2017 – present).
- ◆ Parent Teacher Organization Board Member, Our Lady of Las Vegas School (Fall 2010 – Fall 2013).

**Graduate:**

- ◆ Arizona/Sonora Judicial Relations Project
  - ◆ Law and Judiciary Sub-Committee
- ◆ Minority Law Student Association
- ◆ Phi Alpha Delta Law Association
- ◆ Arizona Border Rights Coalition
- ◆ Tucson/Pima County Community Profile Hispanic Task Force
  - ◆ Co-Chairperson for the Justice and Education Committees
- ◆ Spanish Tutor for a County Public Defender

**Undergraduate:**

- ◆ Student Recruiter for the Office of Admissions
- ◆ Political Science Internship for U.S. Senator Dennis DeConcini
- ◆ Peer Group Leader for New Start Summer Programs
- ◆ Sigma Kappa National Sorority
  - ◆ President
  - ◆ Vice President of Membership
  - ◆ National Convention Delegate
- ◆ University of Arizona Honors Program
  - ◆ Honors Student Association
  - ◆ Honors Student Planning Board
    - ◆ Vice Chairperson for Student Relations
    - ◆ Vice Chairperson for Administrative Relations
  - ◆ Faculty-Student Dialogue Participant
  - ◆ Honors Forum Luncheon
- ◆ Intramurals (Volleyball and Tennis)

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**LANGUAGES**

- ◆ English and Spanish.