

Fredric G. Levin College of Law
Office of the Dean

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November 19, 2018

MEMORANDUM

TO: Voting Faculty

FROM: Laura A. Rosenbury, Dean *LAR*

RE: Faculty Meeting Agenda, November 27, 2018

I have scheduled a Faculty Meeting for Tuesday, November 27, 2018, in the Faculty Lounge, beginning at 3:00 p.m. The agenda will be as follows:

1. Approve Faculty Meeting Minutes for November 6, 2018, material attached
2. Introduction of new Assistant Dean for Inclusion, Michelle A. Smith, CV attached
3. Recommendations for faculty hiring, Silvia Menendez, Chair, Non-Tenure Track Appointments, Retention, and Promotions Committee, material attached
4. Recommendations for faculty hiring, Berta Hernandez, Chair, Pre-Tenure Appointments Committee, material attached
5. Welcome reception for Michelle Smith immediately following

Law Faculty Meeting Minutes

November 6, 2018, 3:00 p.m.

PRESENT: Karen Burke, Dennis Calfee, Jonathan Cohen, Shamika Dalton, Robin Davis, Jeffrey Davis, Bill Hamilton, David Hasen, Berta Esperanza Hernandez, Mindy Herzfeld, Darren Hutchinson, Joan Johnsen, Shani King, Liz Lear, Sarah Lewis, Charlene Luke, Pedro Malavet, Gail Mathapo, Merritt McAlister, Grayson McCouch, Silvia Menendez, Peter Molk, Jason Nance, Lars Noah, Jane O'Connell, Teresa Reid, Laura Rosenbury, Amy Stein, John Stinneford, Margaret Temple-Smith, Lee-Ford Tritt, Chris Vallandingham, Steven Willis, Michael Wolf, Danaya Wright

NOT PRESENT: Mary Adkins, Mary Jane Angelo, Thomas Ankerson, Stephanie Bornstein, Yariv Brauner, Seth Brostoff, Charles Collier, Deborah Cupples, Nancy Dowd, Teresa Drake, Mark Fenster, Ben Fernandez, Joan Flocks, Alyson Flournoy, Jeff Grater, Jeffrey Harrison, Monique Haughton Worrell, Joseph Jackson, Michelle Jacobs, Lea Johnston, Christine Klein, Leslie Knight, Taryn Marks, Timothy McLendon, Jon Mills, Patricia Morgan, Fred Murray, Kenneth Nunn, William Page, Leanne Pflaum, Rachel Purcell, Meshon Rawls, Robert Rhee, Elizabeth Rowe, Betsy Ruff, Sharon Rush, Katherine Russell-Brown, Daniel Sokol, Stacey Steinberg, Diane Tomlinson, Henry Wihnyk, Jennifer Zedalis, Wentong Zheng

Meeting called to order at 3:03 pm

I. Announcements

Dean Rosenbury announced that next Tuesday's faculty meeting will be canceled and the next meeting will be held on Tuesday, Nov. 27. *Information Item Only*

II. Approve Faculty Meeting Minutes for October 16, 2018

Faculty considered minutes October 16, 2018 *Unanimously approved.*

III. Proposed action item: Academic Standards Committee's recommendation for changes in grading policy

Professor Davis presented the recommendations of the Academic Standards Committee for changes in grading policy. *Motion to table passes.*

Discussion ensued with regards to the rationale for this proposal and appropriateness of the proposal.

A proposal was made to table the discussion/vote to a future meeting.

IV. Proposed action item: Non Tenure Track, Promotions and Retention Committee recommendations for changes to the Faculty Policy Manual to allow submission of more than one candidate for hiring approval

Dean Menendez discussed proposal and rationale. *Proposal passes.*

Meeting adjourned at 3:42pm.

Michelle A. Smith, J.D.

4323 Northwest 34th Terrace
Gainesville, Florida 32605

352.284.7360
michelle@balancedlifeforyou.com

Specialized Skills

- Leading organizational change
- Organizational readiness assessment
- Cultural analysis of workplace environment
- Collaborates effectively at all organizational levels
- Strategic Planning - Issue identification, goal setting, implementation-organizational and individual
- Diversity and Inclusion
- Development of communication strategies
- Expertise in team dynamics
- Project management
- Confident, articulate and professional public speaking skills
- Leadership coaching and development

Education

Juris Doctorate-2001; University of Florida; Levin College of Law

Master's in Exercise and Sport Sciences -1998; University of Florida; College of Health and Human Performance

Bachelor of Arts in Sociocultural Anthropology-1995; University of Florida; College of Liberal Arts and Sciences

Experience

Gainesville Regional Utilities, Gainesville, FL

2015-present

Chief Change Officer

- Executive team member, participating in enterprise-wide decision making; management and oversight of Office of Change Management staff.
- Plan, direct, coordinate, and implement enterprise-wide strategy for culture change, in alignment with corporate strategic plan.
- Plan, direct, coordinate, and implement enterprise-wide change management activities for multi-project Enterprise Resource Planning (ERP) initiative.
- Plan, direct, coordinate, and oversee delivery of all training for SAP Financial Management Information System (FMIS) software platform.
- Advise executive team and leadership on the "people side" of personnel conflict; strategize and facilitate conflict resolution among workforce.
- Collaborate with and engage all departments and levels in the organization to maintain alignment with corporate strategic plan; communicate regularly with all departments and levels of the organization; facilitate interdepartmental collaboration.
- Utilize industry-standard tools and methodologies to measure qualitative and quantitative data to inform adoption of cultural, process, and technological changes.
- Conduct leadership coaching and employee development.
- Facilitate collaboration on strategic initiatives with General Government side of the City of Gainesville.

Organizational Change Management (OCM) and Training –

Co-Sponsor for SAP Financial Management Information System (FMIS) re-implementation

- Plan, direct, coordinate, and implement change management and organizational readiness for SAP FMIS re-implementation.

- Management and oversight of OCM and training project staff.
- General project oversight, providing insight, updates, and advisement to General Manager and Executive team on project stabilization activities.
- Utilize knowledge of IT design process and analysis, business processes and procedures to inform change management strategy, and monitor project stabilization, completion, and transition into next phases of ERP implementation.
- Utilize industry-standard tools and methodologies to measure qualitative and quantitative data to inform adoption, use, and proficiency of changes.
- Vet available training for FMIS for content, delivery platforms, and value.
- Oversee development of “in-house” training for FMIS, collaborating with cross-disciplinary teams of subject matter experts.

Experience – Diversity and Inclusion

Balanced Life Wellness Consulting

- Diversity and Inclusion workshops for The City of Gainesville, City of Newberry, and Gainesville Housing Authority. 2013-2015
- Creating and maintaining an inclusive work environment - 2015
Gainesville Regional Utilities
- Prevention of Discrimination and Harassment training for The City of Gainesville, City of Newberry, and Gainesville Housing Authority. 2013-2015

Experience - Legal and Law Related

The Law Office of Michelle A. Smith

2003-2015

- Criminal Defense, Guardianship, Dependency - Parent's defense, Probate, Small Estate Planning.
- Management, oversight, and professional development of second and third year law school externs.

City of Gainesville Office of Equal Opportunity

2012-2015

- Independent Contractor
- Diversity and Inclusion Trainer
- Prevention of Discrimination and Harassment Trainer
- Investigation Specialist - Investigation of discrimination complaints

Guardian ad Litem Program

2007-2011

- Supervising Attorney for the 8th Judicial Circuit - Supervise and manage attorney staff covering six counties, with over 300 active cases.
- Senior Program Attorney

Office of the State Attorney, Florida's 8th Judicial Circuit, Assistant State Attorney

2002-2003

- Criminal Prosecution-Juvenile and Misdemeanor - Assist Juvenile Division Chief with supervision and professional development of law school interns.
- Certified Legal Intern

Office of the Public Defender, Florida's 8th Judicial Circuit, Assistant Public Defender

- Certified Legal Intern 2001-2002

Experience – Wellness

- Wellness Consultant and Lifestyle Strategist – 2011-2016
Owner/Founder of Balanced Life Wellness Consulting
- Personal Fitness Trainer - 1999-2015
Independent
- Master Level Personal Trainer 2006-2009
Alter Ego Fitness, Gainesville, Florida
- Master Level Personal Trainer - 2003-2004
Gainesville Health and Fitness Center
- Spin/Cycle Instructor - 1998-2010
Gainesville Health and Fitness Center, Gainesville, Florida; Orion Fitness, Gainesville, Florida
- Director of Exercise Science - 1997-1998
Orion Fitness, Gainesville, Florida
- Advanced Level Trainer and Group Fitness Instructor - 1996-1998
University of Florida Student Recreation and Fitness Centers

Presentations/Workshops/Trainings

“Corporate Culture and Change Management: Creating a strong, healthy, adaptive organization”
The Energy Authority 2017 Annual Symposium

“Continuous Improvement: Personal to Organizational Continuous Improvement”

Gainesville Regional Utilities

Create and deliver enterprise-wide, interactive training, guiding workforce to understand how personal continuous improvement can create an organizational culture of continuous improvement.

Strategic Planning – 2016

Gainesville Housing Development Corporation (GHDC)

Facilitate development of vision, mission, objectives, and tactics for GHDC; facilitate team building exercises.

“Creating and Maintaining an Inclusive Work Environment” – 2015

Customized training for Gainesville Regional Utility Energy Supply Department developed to address department-specific issues, and initiate a culture shift to one of greater inclusion.

“Diversity and Inclusion: It Begins With You” - 2013-2015

Customized training for the City of Gainesville and Gainesville Regional Utilities workforce, introducing a broader and deeper understanding of diversity, providing strategies for inclusion utilizing awareness and mindfulness exercises, emphasizing personal responsibility and transformation to effect large scale organizational change.

“Preventing Discrimination and Harassment” – 2013-2015

Customized training for the City of Gainesville and Gainesville Regional Utilities workforce training on the Office of Equal Opportunity’s policies and procedure regarding the prevention of discrimination, harassment, and retaliation.

“Stress Management in Child Protection: What’s really going on in your circuit?” - 2012

Florida United for Families
Create and deliver Circuit and culture-specific stress management workshop for child protection professionals.

"Realizing Change From Within: Stress Management in the World of Child Protection" - 2012
2012 Florida DCF Child Protection Summit - annual statewide child protection convention

"Balancing the Scales: Stress Management Training" - 2012
Florida Guardian ad Litem Statewide Attorney training

"Balancing the Scales: Strategies for Healthy Practices" - 2011-2012
Create and deliver stress management and lifestyle assessment workshop for lawyers, judges, legal support staff; Continuing Legal Education (C.L.E) accredited for 2011-2012

"Making the Most of Your Time" - Time Management Training -2010-2011
Guardian ad Litem Program; In-house training for staff and management to identify challenges to managing time, re-prioritization, and workable time management system to reduce stress, improve morale and work productivity.

"Stay in Your Lane/Learn to Merge"- Role Identification Training - 2009-2011
Guardian ad Litem Program - training for staff and management on identifying interplay, and dynamics of the Attorney-Staff-Volunteer relationship.

"The Basics" and "Back to the Basics" - Legal Training for Volunteers - 2007-2011
Guardian ad Litem Program; Ongoing training for lay volunteers on the legal issues in Dependency Law, education on the role of the lawyer, volunteer and staff person.

Adolescent Fitness Education and Training - 2010
Alachua County Child Abuse Prevention Task Force - Presentation and workout for P.K. Young Middle School students addressing the importance of proper nutrition and exercise, starting at an early age.

"Outdoor Challenge" - Personal training - 2004
Goal specific, small group, outdoor fitness training addressing challenges to goals, personal motivating factors, education on exercise form, technique and nutrition, accountability sessions, regular re-assessments, plans for continued success.

Certifications

Leadership Psychology
Cornell University

Association of Change Management Professionals (ACMP)
Certified Change Management Professional™

Organization Memberships

Association of Change Management Professionals

Project Management Institute

International Institute of Business Analysis

Florida Bar Association

TO: Voting Faculty

FROM: Non Tenure Track Appointments Committee (Mary Adkins, Jeff Grafer, Leslie Knight, Silvia Menendez, Katheryn Russell- Brown, Maggie Temple-Smith, and Michael Wolf)

DATE: November 19, 2018

RE: Hiring recommendation for Legal Skills Faculty position as Director of Field Placements and Prosecution Placement Clinic

The committee unanimously recommends that the faculty approve the extension of an offer of appointment to a Legal Skills Faculty position focusing on directing the Externship Program and teaching the Prosecution Placement Course, to the following persons:

Nicholas Christopolis

Sarah Wolking

MEMORANDUM

TO: Tenured and Tenure-Track Faculty

FROM: Berta Esperanza Hernández-Truyol, Chair, Faculty Appointments Committee,
Entry Level Subcommittee (Darren Hutchinson, William Page, Robert Rhee)

DATE: November 19, 2018

RE: Action item: Hiring recommendation for tenure-track positions
in business or corporate law and those outside the business field

The appointments committee unanimously recommends that the faculty approve the extension of an offer of appointment to a tenure-track position focusing on business or corporate law to the following persons:

Da (Linda) Lin
Matthew Wansley
Andrew Winden

The appointments committee unanimously recommends that the faculty approve the extension of an offer of appointment to a tenure-track position focusing outside the business field to the following persons:

Jennifer Breen (Immigration)
Seth Endo (Evidence/Professional Responsibility)
Andrew Hammond (Professional Responsibility)
Maryam Jamshidi (Torts)

We will discuss these candidates at the November 27, 2018 faculty meeting and vote at the conclusion of the meeting.

Thank you,
-BEHT