

Melvin Rogers

Education **1973** **University of Nebraska at Lincoln**
Bachelor of Science Education
Minor: Business

1978 **University of Nebraska at Omaha**
Master of Science Public Administration
Concentration: Urban Studies

Work Experience

1998-Present **University of Central Florida**

Associate Dean for Student Affairs/Personnel Affairs, College of Health and Public Affairs

Responsibilities for the Deans office include: student grade appeals, student grievances, student orientation, student insurance, faculty liaison for student government, student perception of faculty, student discipline, oversight and responsibilities for staff, liaison to HR for policies and procedures, hiring, searches, staff evaluations – upgrades, staffing assessments, staffing oversight, conduct staff meetings, and department personnel problems. Direct the coordination of academic advising for students; college representative on the Commencement Planning Committee; represent the Dean at various organizational meetings and functions on campus; act as a liaison for the local community that the College of Health and Public Affairs serves; deal with diversity, multicultural activities, and international programs; responsible for all area campuses (six branches total) which includes the development and implementation of three-year strategic course planning.

1996-1998 **University of Central Florida**

Instructor, Downtown Program Coordinator and Masters Program Coordinator

Department of Public Administration
Internship Coordinator and Faculty Advisor for Pi Alpha Alpha
Primary Courses Taught (Graduate Level):

Human Resources Management
Ethics and Values in Public Administration
Labor Relation in the Public Sector

Public Organization Management Primary Courses Taught (Undergraduate Level):

Introduction to Public Administration
Urban and Regional Planning
Social Systems and Diversity (Web-Course)

1990-1996 **Rockwell, Kennedy Space Center**

Human Resources Supervisor

Conduct, research and perform studies to determine requirements and develop solutions for systems to communicate and implement key Human Resource programs. Analyze technical and administrative problems, draw conclusions, make recommendations and convey finding to management. Consult with operating management regarding current and anticipated requirement and issue in the areas of Human Resources. Responsible for the local Division of Affirmative Action/EEO Plan. Responsible for Company overall selection process. Provide advisory assistance to management on complex problems and serve as a consultant to other Human Resources personnel. Develop Human Resources inputs to Strategic Business Plan. Interface with other divisions, companies and implementation of the above responsibilities. Provide guidance and administrative directions to a small staff responsible for full scope of Employee Relations and Employee Services.

Human Resources Specialist

Investigate process and negotiate settlements of employee complaints and issues. Prepare written dispassion to management and other agencies. Advise management regarding the interpretation and application of company policies and procedures, and federal laws and regulations, and employment policies and practices.

1987- 1989 University of Central Florida

Career Counselor/Student Government Business Manger

Provide career and placement counseling to students and alumni regarding occupational positions, career decisions and career changes. Act as liaison between ma] or employers and students and alumni in reference to available positions. Responsible for supervising purchasing, accounting, budgetary control, auxiliary services and all related administrative functions.

1978-1987 Chrysler Corporation

District Sales Representative

Organize, coordinate and supervise training for automotive dealers/employees in a \$7.5 million/year metropolitan district. Analyze dealer financial activities and provided consultation. Designed training seminars in financial and personnel management. Assisted dealers in developing effective advertising and promotional plans. Training sales personnel in sales techniques, closing, prospecting and product knowledge. Developed training programs, planned and coordinated symposiums for personnel.

1973-1978 Ford Motor Company

District Sales Representative

Analyze dealer activities in sales, marketing promotions, financial management and operations to improve productivity. Trained various departmental personnel in all areas of dealership operations.

Labor Relations Representative

Responsible for interpreting company policy, union, contract language and applicable state and federal laws governing the employer/employee relations' issues and complaints.

Recommended effective courses of actions prepared written investigations summaries and assisted employees and managers to executed necessary actions. Performed grievance investigations and supported union contract negotiations and arbitration activities with various unions. Recommended and implemented training programs including workshops in the area of personnel management. Developed plant safety programs and implemented community public relations programs.

Professional Memberships

- American Society of Public Administrators (ASPA)
- National Management Association
- National Society of Public Administrators
- National Society of Personnel Administrators
- Conference of Minority Public Administrators
- John D. O'Bryant National Think Tank for Black Professionals in Higher Education on Predominantly White Campuses
- Conference on Minority Public Administrators

Symposiums

- Chairman: College Diversity Conference
- National Annual Labor and Employment Law Conference
- Stetson University, College of Law
- EEOC Conference
- Institute for Applied Management and Law
- International Conference on Ethics in the Public Service (Amsterdam)

Certificates

- Employment Relations Law
- Rockwell International Management Training Program
- QMICI Training (Process Management)
- National Conference on Race & Ethnicity in American Higher Education

Awards and Recognition

- Excellence in Undergraduate Teaching Award for the College of Health & Public Affairs
- Outstanding Young Men of America
- Manned Flight Awareness Honoree
- UCF Adjunct Teaching Excellence Award
- National Management Association American Enterprise Award

Boards

- 3 Years — City of Orlando Human Relations Board
- 2 Years — Orlando Urban League Board
- 2 Years — City of Orlando Planning Board Committee Member

Other Activities

Diversity Participants

- University Diversity Committee Member
- Chair, College Committee on Diversity
- National Minority Organization on Diversity

Partnership Activities

- City of Orlando
- Orange County

- City of Maitland
- City of Altamonte Springs
- Committee Service
- University Diversity Initiative Committee
- Downtown Academic Center Committee
- Chair, College Diversity Committee
- Department Curriculum Committee
- Chair, University and College Search Committees

Private Consultant

- In the area of Human Resources and Management For both, small and large organization —profit and non-profit

Computer Skills

- On-Line Web Based Course
- Office 2000
- Word Perfect 2000
- Human Resource Information System (HIRS)