

Resume

LaDonna Nail Allen
227 County Road 751
Cullman, Alabama 35055
256.352.8071

Education

Master of Education, Counseling and Guidance/Higher Education Concentration
University of Montevallo, Montevallo, Alabama

Bachelor of Science, Business Management/Marketing and English Minors
Athens State University, Athens, Alabama

Wallace State Community College/Transfer hours
Hanceville, Alabama

Cullman High School Graduate, Cullman, Alabama

Professional Work Experience

Wallace State Community College
Hanceville, Alabama

1983 – Present

Grants and Special Projects Director
Accreditation Liaison
Alumni Association Coordinator
2010 – Present

Responsibilities include pursuing external funding for the College via grant writing and grant management (Federal, State and Corporate entities) and fundraising activities through the College Foundation and Alumni Association. Serve as the College resource and director regarding accreditation standards established by the Southern Association of Colleges and Schools Commission on Colleges. Manage all aspects of the accreditation process including annual reports, Substantive Change Prospectus documents, writing and compilation of materials required for the Fifth Year Interim Report as well as the ten-year Compliance Certification. Coordinate on-site visits for reaffirmation of accreditation and supervise other endeavors related to the accreditation process. Coordinate all activities related to the Alumni Association and the Student Alumni Association including membership drives and member retention, fundraising and networking events, continuing education and general educational offerings, scholarship selection and

disbursement, travel program (domestic and international excursions), the *Lion Leader* (student ambassador) and departmental internship program, Advisory Board recruitment and meetings, and numerous annual fundraising and leadership events. Special Projects Director endeavors have included writing proposals to secure the College's selection as an *Achieving the Dream* institution, developing and leading 50th Anniversary activities for the College, and organizing the College's annual Fall Convocation.

Director of Student Retention and the Student Success Center

2001 - 2010

Planned and implemented the Student Success Center offering tutorial services, transitional (remedial) education courses and services, and academic assistance workshops and materials. Created and managed the *Honors Scholar* student leadership and volunteer service program. Counseled underperforming students and tracked attendance and academic status. Responsible for notifying students placed on probation or suspension, organizing and conducting committee hearings for suspended students, and developing remediation plans for readmitted students. Also wrote grant proposals and assisted with Future Foundation fundraising activities.

Director of Continuing Education, Distance Learning and WorkKeys Testing

Title III Project Director

1999 - 2001

Worked with business, healthcare entities and industry to determine educational needs of employers and developed workshops and symposia in response. Oversaw the implementation of the College's first non-traditional course delivery options via video and online options through a Title III federal grant program and managed all aspects of the grant requirements. Taught preparation workshops and served as the Testing Officer for WorkKeys testing.

Director for the Allied Health and Nursing Division

1993 - 1999

Administrator for one of three division of the College. Managed all aspects of projects and administrative responsibilities including employment and supervision of faculty and staff (approximately 140 instructors and support staff). Involved in obtaining and maintaining national and regional accreditation requirements for more than twenty-five allied health and nursing degree or certificate programs. Wrote proposals for new degree programs and worked with the Alabama Commission on Higher Education and the Alabama Department of Postsecondary Education to implement these programs. Co-managed the Health Linkage transfer program and aspects of clinical education including securing new clinical sites and clinical contracts. Represented the College at state, regional and national meetings. Responsible for program viability, student discipline, faculty/staff development and evaluation, and for activities offered by the Wellness Center.

College Committees (*Served as Committee Chair)

Accreditation Steering Committee*
Admissions and Financial Aid Committee
Advising Handbook Committee*
Awards Committee
Calendar Committee*
College Catalog Committee*
College Handbook Committee*
Common Read Committee
Curriculum Committee
E-Learning Committee
Enrollment Management Taskforce
Human Resources Committee*
Infection Control Committee
Institutional Effectiveness Committee
Institutional Health, Safety and Security Committee
Institutional Management Plan Committee
Orientation Program Committee
Personnel Handbook Committee
Policy and Procedure Committee
Professional Development Committee*
Quality Enhancement Plan Committee
Scholarship Committee
Sick Leave Bank Committee
Wellness Committee

Southern Medical Association

Birmingham, Alabama

1989 – 1993

Education Coordinator

Developed educational symposia for physicians and other medical-related occupations. Served as onsite coordinator and company representative at symposia, annual conference and at other events. Created and implemented the marketing plan and assessment plan for the association's education department. Designed courses, materials and brochures within accreditation standards. Served as the Advertising Production Manager for the *Southern Medical Journal*.

Knowledge Management Solutions, Inc.

Consultant/Training Manager

2002 – 2004

Developed and presented educational seminars and training materials for the Child Development Associate (CDA) credentialing program. Annual presenter at the Alabama Association of Young Children Conference.

Creative Garden Educational Services

Owner and Educator

2000 – 2005

Developed and presented educational seminars for preschool, early childhood and elementary teachers, directors and other child care providers.

American Red Cross

Shelby County Branch Manager

1988 – 1989

Managed all activities of the county office including: volunteer recruitment and scheduling; blood donation calendar; emergency services; Veterans services; youth and family programming; Operation SHARE. Served on disaster response teams, appeared on a weekly local television station to market the ARC, planned the annual volunteer training and awards events, and represented the organization on numerous boards and committees.

Honors and Awards

Chancellor's Nominee for Administrator of the Year

Educator of Excellence Award

John N. Gardner Institute for Excellence in Undergraduate Education

Allied and Health and Nursing Alabama Department of Postsecondary Education

Executive Curriculum/Course Directory Steering Committee

Alabama Department of Postsecondary Education Site Visit Team

for Allied Health and Nursing Reviews

Wallace State Community College Outstanding Alumnus of the Year

Wallace State Advisory Board Member for Child Development, Dental Assisting and Dental Hygiene, Diagnostic Imaging, Health Care Information Technology, Medical Assistant, Physical Therapist Assistant programs

Alabama Department of Postsecondary Education Distance Learning

Marketing and Professional Development Committees

Community and Civic Engagement

American Cancer Society Relay for Life

American Heart Association

American Red Cross Volunteer

March of Dimes Committee Co-chair

Cullman County Board of Education Career Center Advisory Board Member

Cullman City Schools Parent-Teacher Organization

United Cerebral Palsy of North Alabama and Tennessee Valley Advisory Board Member