

## Michelle D. Wilson

Achievement & Assessment Institute, The University of Kansas (KU)

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### EDUCATION

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Doctoral Student	Communication Studies	The University of Kansas Lawrence, Kansas	expected 05/2022
Professional Workplace Communications Certificate		The University of Kansas—Edwards Campus Overland Park, Kansas	05/2018
<b>MLS</b>	Public Administration	Washburn University Topeka, Kansas	05/2007
<b>BGS</b>	Organizational Comm.	The University of Kansas Lawrence, Kansas	05/1990

### OTHER EDUCATION

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KU CPPR Emerging Leaders		The University of Kansas Lawrence, Kansas	02/2018
KU Social Justice Fellows Graduate		The University of Kansas Lawrence, Kansas	05/2017
KU Emerging Leaders Academy Graduate		The University of Kansas Lawrence, Kansas	07/2015
Leadership Greater Topeka Graduate		Greater Topeka Chamber of Commerce Topeka, Kansas	05/1999

### GRANTS

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Co-Investigator	Kansas Statewide STEM SysTEM- Noyce Foundation	08/2013- 08/2014
	<ul style="list-style-type: none"><li>• Offer training and professional development on the STEM-based curriculum corresponding with the Dimensions of Success (DoS) tool.</li><li>• Train 10 new certified DoS Observers and conduct 25 pre/post observations of STEM programming. Observations will be of 20 programs, in varying locations across Kansas that have not been observed previously and 5 in programs in the KC Metro area who were observed during the first grant cycle.</li></ul>	





- Managed the process to maintain accurate records and reports for the projects.
- Planned and presented at paraprofessional in-service programs.
- Managed the recruiting of program participants (pre-service students) for the project, and provide academic, course registration, and advising support during the academic semester.
- Managed administrative support for program participants (in-service teachers).

**Workgroups/ Committees**

- Work-Life Integration Workgroup

Project Coordinator, The University of Kansas 04/2013- 01/2015  
 Center for Public Partnerships & Research/ Lawrence, Kansas  
 Kansas Enrichment Network

- Assisted with developing partnerships between the University of Kansas/Kansas Enrichment Network, school districts and educational providers, communities, state agencies and public and private funding sources.
- Assisted with building network capacity, aligning strategic plan goals and promoting active involvement among/with partners and community members.
- Designed and published resources to promote afterschool and build public will around quality expanded learning opportunities.
- Offered support to bridge the gap between the Common Core Standards within the school day to how afterschool/expanded learning opportunities can assist.
- Promoted STEM efforts through leadership team meetings, webinars and system-building.
- Assisted with managing grant goals of the Network.

**09/2007- 12/2012 Kansas Health Solutions, Topeka, Kansas**

Credentialing/Education Supervisor Kansas Health Solutions 10/2011-12/2012  
 Topeka, Kansas

- Improved productivity and teamwork by streamlining processes and increasing communication.
- Supervised staff of three to ensure that more than 2,668 practitioners in the provider network, in the state of Kansas, were credentialed/recredentialed according to the policies and procedures.
- Co-chaired organizing the annual behavioral health conference in which 384 behavioral health and substance use practitioners attended for continuing education.
- Developed and implemented the WebEx planning and request process.

Training Team Lead Kansas Health Solutions 04/2011-10/2011  
 Topeka, Kansas

- Developed and implemented the health, safety and security program policy guidelines.
- Developed, implemented and managed a Continuing Education Units request process as a Behavioral Sciences Regulatory Board approved provider.
- Developed, implemented and managed the internal Employee Training Plan/Needs Assessment.
- Planned a program from scratch by developing and implementing the Lunch and Learn program through staff feedback.
- Supervised training staff to ensure that State required trainings were being completed by all credentialed, licensed practitioners.

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|---------|---|-----------------|
| Trainer | Kansas Health Solutions<br>Topeka, Kansas | 05/2008-04/2011 |
|---------|---|-----------------|
- Developed and presented internal and external trainings which included, but were not limited to, Ethics, Harassment in the Workplace, Ergonomics, Cultural Awareness and Safety and Security
  - Developed and implemented a new employee checklist and orientation training.
  - Initiated and administered the set up and customer support for 26 of 27 Community Mental Health Centers, solo practitioners, groups and internal staff (4,649 users) for the online training system.
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|-----------|---|-----------------|
| Ombudsman | Kansas Health Solutions<br>Topeka, Kansas | 09/2007-05/2008 |
|-----------|---|-----------------|
- Served as an access point for grievances regarding access to services and other related matters when the member is unable to resolve their concern directly with a provider.
  - Assisted members in understanding Medicaid mental health coverage and in resolving grievances regarding services, coverage, access and rights.
  - Generated detailed data collection and reporting to the State stakeholders.
  - Developed and implemented training and outreach with members and providers.
  - Developed and implemented an appeal and State Fair Hearing process and timeline for submitting documentation to the State.

## TEACHING EXPERIENCE

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|-------------------------|---|-----------------|
| Substitute Teacher K-12 | Topeka Public Schools<br>Topeka, Kansas | 09/2006-06/2012 |
|-------------------------|---|-----------------|
- Requested frequently to substitute for grades K through 5.
  - Excellent classroom management skills.
  - Experience teaching a wide-variety of subject areas.
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|-------------------------|-------------------------------------|-----------------|
| Substitute Teacher K-12 | Shawnee Heights<br>Tecumseh, Kansas | 08/2006-05/2007 |
|-------------------------|-------------------------------------|-----------------|
- Fulfill the responsibilities of the regular teacher during his or her absence.

## PRESENTATIONS/ TRAININGS/ FACILITATIONS

- Fair Play: The Golden Rule in Ethics. Kansas Health Solutions. Topeka, KS
- Ergonomics. Kansas Health Solutions. Topeka, KS
- Cultural Competency. Kansas Health Solutions. Topeka, KS
- Harassment in the Workplace. Kansas Health Solutions. Topeka, KS
- Provider Manual “Mini” Refresher Course. Kansas Health Solutions. Topeka, KS
- Learning is FUN! Phoenix Family. Kansas City, MO
- Make Literacy FUN! 2013 Kansas Out-of-School Conference. Wichita, KS
- Top 10 Reasons for Parental Involvement. Minority Scholarship Workshop. Topeka, KS
- What Direction to Reflection? KC Metro Afterschool Conference. Olathe, KS
- Start Your Engines! 2014 Kansas All Staff Conference. Topeka, KS
- Volunteer POWER! 2014 Kansas Conference on Service and Volunteerism. Wichita, KS
- Common Core. Kansas City Zoo. Kansas City, MO
- Understanding Common Core for Grades K-8. KC Metro Afterschool Educators Conf. Olathe, KS

- Confidentiality and FERPA. Topeka Public Schools Paraeducators Professional Development Day. Topeka, KS
- Letting Go but Staying Connected. Minority Scholarship Workshop. Topeka, KS
- Collective Impact and Effective Board Activities. ChildCare Aware of Kansas. Salina, KS
- Strategic Planning Workshop. CAPS of Salina. Salina, KS
- Building Knowledge & Skills for Cross-Cultural Home Visits. Home Visitors Training. Independence, KS
- Building Knowledge & Skills for Cross-Cultural Home Visits. Cultural Awareness, Respect, and Engagement C.A.R.E. Summit. Kansas City, KS
- Foundations of Communicating through Interpreters. Governor's Conference for the Prevention of Child Abuse & Neglect. Topeka, KS
- The Road to College. Minority Scholarship Workshop. Topeka, KS
- CHOICE\$ For Lifelong Success: Financial Literacy. GOALS Training. Topeka, KS
- Leadership: Developing a High Performing Team. 2016 Big XII Conference on Black Student Government. Lawrence, KS
- Strategic Planning Sessions. Independence, Inc. Lawrence, KS
- Ice Breakers: Engaging Your Audience So Your Presentation Doesn't Melt. Lunch & Learn. Lawrence, KS
- How to Support your Student to Reach their Goals. Minority Scholarship Workshop. Topeka, KS
- Leadership Training. GOALS Leadership Retreat (all day). Lawrence, KS
- Financial Literacy Refresher Webinar. GOALS Training. Lawrence, KS
- Road to the New Membership Year. Sertoma Kansas District Leadership Conference. Topeka, KS
- Cultural Competency Webinar. GOALS Training. Lawrence, KS
- Leadership: Developing a High Performing Team. 2017 Kansas Conference on Poverty. Topeka, KS
- The Track to Social Justice: Resisting and Impacting Injustices within Your Community, Part I & II. 2017 Kansas Conference on Poverty. Topeka, KS
- Recipe for Success. Minority Scholarship Workshop. Topeka, KS
- Leadership: Developing a High Performing Team. KU Emerging Leaders Academy. Topeka, KS
- Leadership: Developing a High Performing Team. KU Emerging Leaders Academy. Olathe, KS
- Strategic Planning Session. Raise My Head Foundation. Wichita, KS
- Facilitated Focus Group. Harvesters. Kansas City, MO
- The Winding Road to Success: Childhood Poverty and Education in Rural Communities. 2018 Kansas Conference on Poverty. Topeka, KS
- Ethical Leadership: Cultivate a Workplace Culture of Honor. 2018 Kansas Conference on Poverty. Topeka, KS

## VOLUNTEER EXPERIENCE

- KU University Senate DEI Ad Hoc Committee 2/2018- present
- KU Staff Senate Executive Committee 11/2017- present
- KU Staff Senate Diversity and Inclusion Chair 5/2018- present
- KU Staff Senate Diversity and Inclusion Co-Chair 11/2017- 5/2018
- KU Black Faculty and Staff Council President 7/2017- present

- KU Staff Senate Diversity and Inclusion Committee 4/2016- present
- KU Alumni Association 10/2015- present
- KU Black Alumni Network 10/2015- present
- KU Black Alumni Network- Young Alumni/ Student Programs Co-chair 10/2015- present
- KU Black Faculty and Staff Council 10/2015- present
- KU Black Faculty and Staff Council President Elect 10/2015- 6/2017
- Golden City Sertoma Club Member 3/1999- present
  - Golden City Sertoma—Past President
  - Golden City Sertoma— Past Chairwoman of the Board
  - Golden City Sertoma Club Secretary 2001- present
  - Sertoma Kansas District—Past Lt. Governor
  - Sertoma Kansas District—Past District Governor
  - Sertoma Great Topeka Duck Race Steering Committee Member
- Duck Race Day Chair 10/2009- present
- Adult Education Advisory Member
- United Way Citizen’s Review Panelist
- Lifetime member of Girl Scouts (over 35 years)
- Girl Scout Council—Past Trainer
- Girl Scout Council—Past Troop Leader (9 years)
- Junior League of Topeka Member 1999- present
- Junior League of Topeka— Past Membership Chair
- Kansas State Department of Education— Charter School Review Member
- TOPS—Past Chapter Secretary
- Leadership Skills Presentations to students at Topeka High School
- Presenter at the Minority Scholarship Workshop
- Self-Esteem Workshop Presentations to local Girl Scouts
- Between Sisters—Past Breast Cancer Committee Chair
- Unity Council- Celebration of Cultures— Past Member
- Topeka Art Council Marketing Committee—Past Member
- Shawnee County Court Appointed Special Advocate (CASA)— Past CASA Worker
- International Association of Business Communicators—Past Program Chair
- Big Brothers and Big Sisters of Topeka—Past Big Sister
- Big Brothers and Big Sisters of Topeka—Past Board Vice President
- Big Brothers and Big Sisters of Topeka—Past Board President
- Big Brothers and Big Sisters of Topeka—Past Board Member
- United Way of Greater Topeka Success By Six Diversity Co-chair
- United Way of Greater Topeka Campaign Loaned Employee 2004
- Alpha Kappa Alpha Sorority, Inc. Member 1996- present
- Alpha Kappa Alpha Sorority— Past Secretary Alpha Iota Omega Chapter
- Alpha Kappa Alpha Sorority— Past Vice President Alpha Iota Omega Chapter

## CERTIFICATIONS

- Certified Jazzercise Instructor 2009- present

- Certified Dimensions of Success (DoS) STEM Observer 3/2014- 3/2016