

NICOLE D. BROWN
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EDUCATION

The University of Tennessee at Chattanooga

Master of Public Administration

MPA Paper, Government Decision Making: *A Case Study of Hurricane Katrina*

Middle Tennessee State University; Murfreesboro, TN

Bachelor of Science

Major: Mass Communication/Radio and Television

Minors: Speech & Theatre and Psychology

SUMMARY OF PROFESSIONAL EXPERIENCES AND ACCOMPLISHMENTS:

24 years in the field of higher education with major involvement in the following areas:

- **Production:** Executive Producer of the short film *The 14th Amendment All A Cryin*; Co-Executive Producer of *9 United for Equality: Reflections on the Struggle for Civil Rights in Chattanooga*; StoryCorps- 2019 Community Partner for Chattanooga visit
- **Equity and Diversity:** Promoted a culture of equity, diversity and inclusion for The University of Tennessee at Chattanooga; created and facilitated University training related to Equity and Diversity; developed relevant learning outcomes and assessment (qualitative/quantitative) of programs and initiatives; assisted in the development of a faculty mentoring apparatus; budget and approval of OED funded expenditures; University representative for recruiting faculty and professionals at job fairs; lead for OED sponsored events.
- **Human Resources:** Responsible for development and implementation of payroll training materials; served as employee mediator for payroll discrepancies; reviewed resumes of potential employees.
- **Adjunct Instructor for Department of Communication:** Audio Production & Presentation, The Perch (UTC's Student Run, Web-Based radio station) Special Projects and Freshman Seminar.
 - **The Perch** Created and serve as Faculty Advisor and Instructor of UTC's first student run Internet radio station; responsible for recruiting and training staff in addition to managing the budget.
- **Leadership (past and present):** ArtsBuild, Greater Chattanooga Chamber of Commerce Downtown Board, The Roland Carter Institute for Studies in American Music, Mayor Andy Berke's Council for Women Leadership Team, TEDx Chattanooga, Partnership for Families, Children and Adults, UTC Leadership Development Team, Chattanooga

Women's Leadership Institute and the Chattanooga Choral Society for the Preservation of African-American Song

- **Procurement Management:** Coordinated and served as administrator of the Opportunity Graduate Assistantships with a \$217,000 budget; Oversaw distribution of \$700,000 Graduate Assistants budget; Maintained University Housing deposit report; Assisted with audit of fee discounts and fee waivers.

PROFESSIONAL EXPERIENCES:

July 2014 to Present

The University of Tennessee at Chattanooga, *Department of Communication Academic Advisor / Co-Internship Director (October 2016-Present)*

- Provide advising, assistance and encouragement for current and prospective undergraduate level students in the Department of Communication. Responsible for assisting students in understanding their degree requirements within the curriculum for graduation. Assist with current, new, transfer and prospective students in navigating the Communication Department and campus community. Monitor the impact of current and/or new curriculum, schedules, policies and procedures have on the majors and their progression. Provide Communication majors and minors with clear, consistent and accurate information pertaining to graduation requirements.
- Assist Communication majors with the preparation of portfolio materials and tips for success, conduct meetings with interns for placement in the professional field, engage with external University partners for internship opportunities and assist in the selection of professional portfolio review committee

Highlight of Accomplishments

Advisement- Sp 19- Utilized Navigate to communicate with students via text and email regarding urgent academic matters; Utilized the Navigate calendar for students to schedule an advisement appointment; Sp 18- Fa 18 Utilized Google calendar for students to schedule an advisement appointment; Pre-register incoming freshmen and transfer students at the AIQ sessions

Orientation- Created an engaging introduction to Communication session for incoming majors; All students produce and/or participate in a live current event TV show during the session. The show promotes courses in the curriculum and recruits student engagement with the Student Media Center.

Student Success Plan- Created a mentoring program for my advisees who have a 2.0 GPA or below; meet with the students monthly to discuss strategies of success in each class, midterm performance, preparation for the next semester and career guidance.

Department of Communication Job and Career Workshop (Sp 18)- Coordinated a two hour workshop for Communication majors with local professionals; Chris Vass- Chattanooga Times Free Press- "News Trends: What You Should Know About Journalism", Wayne Collins-United Way of Greater Chattanooga- "Non-Profit Communication", Chloe Morrison- Nooga.com "Writing for Digital Media" and Kevin Hayes -Hits 96 "Promotions in Radio"

February 2009 to Present

The University of Tennessee at Chattanooga, *Department of Communication Adjunct Faculty*

COMM 4850 Internship (2015- present)

COMM 1999 Special Projects- The Perch (2010-present)

Faculty Advisor – The Perch (2009-present)

COMM 3400 Audio Production & Presentation (2010-12 and
2015- 2016)

- COMM 4850- Lead faculty for the Internship course (Working experience in a professional situation), connect with community organizations for internship opportunities for COMM majors, facilitate information sessions for upcoming students in the course
- COMM 1999- Developed UTC's first student run Internet radio station, The Perch; created a commercial radio (programming and marketing) introductory course COMM 199 Special Projects-The Perch; conduct impromptu/live simulations for student broadcasts; guide and motivate students to be successful broadcasters in the 21st Century; train students on the audio console, Simian software, Adobe Audition, Triton broadcast software, on-air delivery, marketing for non-traditional radio, digital media and live callers.
- COMM 3400 - Developed an Audio Production & Presentation 3-credit hour course/lab, COMM 340. Taught students how to produce and present content for radio and other commercial media outlets. Utilized Sound Studio and Adobe Audition software.
- The Perch Faculty Advisor- Oversee The Perch's budget as approved through Student Development; supervise and mentor the station manager regarding station operations and management of the staff; provide station manager with digital analytics of listener data; serve as the University of Tennessee Compliance Officer for The Perch; music royalty/liaison for Sound Exchange, Triton and University administrators; serve as a mentor to students for career choices and enhance life skills.

Highlight of Accomplishments

COMM 4850 Internship- Transitioned the course to a digital format, students are trained to create a digital portfolio, created the Department of Communication National Portfolio Review

Team, students are informed via the Department of Communication website regarding upcoming information meetings, enhanced contact with students regarding the application process via email, text messages, flyers in Frist and Metro, utilized the TV monitors to promote the information meetings.

Bessie Smith Cultural Center-James Mapp Exhibit, formally presented a copy of *9 United for Equality: Reflections on the Struggle of Civil Rights in Chattanooga* documentary. Mapp was featured in the documentary which is included in the exhibit. August 2017

TEDx Chattanooga Couch Talk Live Interview with Rock and Roll Hall of Famers The Impressions that was broadcasted worldwide, February 2016

TEDx Chattanooga Student Ambassadors, Visionary/Sponsor, February 2016

The University of Tennessee at Chattanooga MLK Commemoration, Public Relations and Emcee, January 2016

The University of Tennessee at Chattanooga Moc Presidential Debate featuring Dan Lothian (Former CNN White House Correspondent), Coordinator, January 2016

The University of Tennessee at Chattanooga, Homecoming Step Show Judge, October 2015

The University of Tennessee at Chattanooga, Financial Aid Retreat Speaker, October 2015

Chattanooga Girls Leadership Academy, College Day Coordinator (UTC), August 2015-2017

The Perch/Faculty Advisor- The Perch staff covered the 2012 Presidential Election Coverage Live. We collaborated with MOCS News and the Echo staff for a full media center and real word experience in live coverage with nearly 400 students attending the viewing party. This was a historical moment for Communication students at UTC. The Perch was also listed in the commemorative UTC 125th Celebration booklet.

The Perch Mentoring Program- Created a mentoring program for area high school students who are interested in broadcasting. These participants are members of the Kappa Alpha Psi Fraternity Kappa League.

The Perch Sports Team- Collaborate with UTC Athletics to have The Perch staff broadcast live from Finley Stadium and the McKenzie Arena.

November 2009 to June 2014

The University of Tennessee at Chattanooga, *Office of Equity and Diversity Coordinator*

- Assisted the Director as it pertained to institutional compliance with federal and state statutes relating to civil rights. Acted as designee in the absence of the Director. Provided daily resolution and support to the Director with internal and external stakeholders of the University. Authorized signature authority on all OED accounts; approximately \$1 million. Assisted in identifying funding for 10 A&D accounts including authorized approval in IRIS; approximately \$700,000. Assisted in data collections and reporting of availability analysis, utilization analysis, workforce analysis, etc. to generate information for the annual Affirmative Action Plan.
- Trained and advised search committees to ensure compliance with hiring practices and EEO policies including corrective action procedures. Managed all approvals in the Taleo job applicant system for Executive, Administrative and Professional positions. Assisted faculty in the Sharepoint platform as it related to the search process including documentation, training and technical guidance to promote equity, diversity and inclusion. Over-site of all affinity advertising for exempt positions at the University. Attended job fairs for recruitment purposes. Responded to inquiries about positions and diversity culture/statistics relating to the University. Promoted the University to prospective faculty, staff and students. Assisted the Director with taking complaints from the initial interview to conclusion.
- Developed, scheduled, evaluated and served as the facilitator of University-wide training of Equity and Diversity related matters. The trainings were technology based and designed to advance a more culturally competent and globally ware campus community.
- Established and maintained positive working relationships with internal and external constituents. Assessed and analyzed celebrations in the Greater Chattanooga area that align with UTC's diversity mission for funding support. Responsible for the management, marketing and administration of special OED sponsored/special event programs.
- Provided guidance to the Administrative Specialist. Supervised graduate assistant and student employees. Approved annual/sick leave requests and time approvals in IRIS.
- Managed the daily operations of OED (in absence of Director) including but not limited to the full authority to commit funds for the Opportunity Graduate Assistantships and Affinity Advertisements totaling nearly \$250, 000.
- Offered recommendations to allocate funding for programs, initiatives and trainings from both Access and Diversity funds or the department's operating funds.

Highlight of Accomplishments

2014 National Conference on Race and Ethnicity (NCORE)- Co Presenter/Developer of *Building Our House for Diversity: Strategies and initiatives on retaining and recruiting quality diverse faculty at a PWI.* (May 2014)

2014 Volkswagen Documentary Screening- *9 United for Equality: Reflections on the Struggle of Civil Rights in Chattanooga* documentary. Facilitated a private screening for VW African

American Leaders Envisioning Across Demographics group at the Volkswagen Group of American Chattanooga Operations Plant. (May 2014)

2014 Sisters of the Academy (SOTA) Writing Retreat- Coordinated the lodging, University facilities and special program for the retreat. SOTA is a national organization that provides females in higher education a network for feedback with dissertations, manuscripts, reports, book chapters and etc.

2014 Co-Executive Producer- *9 United for Equality: Reflections on the Struggle of Civil Rights in Chattanooga* documentary. This documentary was a partnership with the Tennessee Human Rights Commission (THRC). It featured nine individuals who had vital roles in the Civil Rights movement in Chattanooga. The documentary is now in the THRC state archives. (February 2014)

2013 Leadership Development Team- Selected to facilitate, develop the curriculum, objectives, training materials and etc. to campus leaders on Sexual Harassment. I was the only non-manager selected for this team. (March 2013)

2013 Presidential Inauguration- Traveled to Washington, DC with nearly 30 students to expand their knowledge of civic engagement and personal responsibility to their country. UTC is the first university in the UT System to send students to a presidential inauguration. (January 2013)

2012 Coalition of Urban and Metropolitan Universities (CUMU) Conference-As Exhibitor Chair for the conference, I raised \$9000 including the primary sponsorship, which solely benefited UTC. (October 2012)

Diversity Workshop- Developed the curriculum, objectives, training materials and etc. for the *Is It Bias? Gender, Sexual Orientation and Workplace Issues* workshop (April 2012). Approximately fifteen percent of the University's workforce voluntarily participated in the workshop.

July 2003 to November 2009

The University of Tennessee at Chattanooga, *Office of Human Resources Payroll Specialist*

- Assisted campus Administrative Specialists in adhering to federal and University policies relating to Payroll. Developed, implemented and facilitated all University-wide payroll trainings and materials. Contributed to mandatory implementation and training of the University's SAP Gui/IRIS payroll system. Managed annual \$700,000 Graduate Assistantship payroll distribution.

- Served as primary garnishment affiliate with the Hamilton County Sheriff's Department. Mediated to resolve payroll discrepancies among employees and their supervisors.
- Provided leadership training and supervision to student employees.

Additional University of Tennessee at Chattanooga positions: 1996-2003

Senior Payroll Clerk-Disbursements Office

Senior Fees Control Clerk-Bursar's Office

Campus Cashier- Bursar's Office

December 1993 to December 2009

Brewer Broadcasting WJTT/WMPZ/Z93, Air Personality "Khole Brown" Chattanooga, TN

- Energetic live On-Air Personality for mass audience. Designed show grid for weekly broadcasts. Live remotes for national and local companies. Wrote, edited, produced and performed for national and local commercials.
- Produced "Howard High Friday Night Football" for former NFL Player Gerald Riggs and other station sports events.
- Worked with Account Executives to solidify sponsorships and corporate agreements yielding nearly \$500,000 revenue for the station. Served as Entertainment, Chattanooga Traffic and Community Calendar Reporter.
- Collaborated with entertainers/community leaders for live interviews and station sponsored events. Established positive relationships with diverse industry partners. Participated in various non-profit community events.
- Notable interviews include LL Cool J, Boyz II Men, Sheryl Underwood, Lil Jon and much more.

PRESENTATIONS

- **Brown, N.** (November 2019). The Secret Ingredient in Student Success. City of Chattanooga Foster Grandparents. Chattanooga, TN.
- **Brown, N.** (October 2019). Game Changers in Public Speaking. College Goal 2019 Conference Public Education Foundation. Chattanooga, TN.
- **Brown, N.** (October 2019). Game Changers in Public Speaking. The University of Tennessee at Chattanooga Moc LEAD Program. Chattanooga, TN.
- **Brown, N., Ellis, J., Harris, M., & Howard-Baptiste, S.** (October 2019). Presence Over Power (P.O.P.) for Women in Higher Education. 2019 Women in Higher Education in Tennessee (WHET) Conference. Smyrna, TN.
- **Brown, N., Lyons, A.** (April 2019). Game Changers in Public Speaking. STEP UP Leadership Conference. Chattanooga, TN.
- **Brown, N., Ellis, J., Harris, M., & Howard-Baptiste, S.** (May 2017). The Power Hour-Making Every 00:00 Count. Chattanooga State Community College Student Leadership Retreat. Chattanooga, TN.

- **Brown, N.** (March 2017). *O King: Youth Reflection*. UTC Department of Performing Arts. Chattanooga, TN.
- **Brown, N.** (March 2017). Diversity Presenter/Moderator. Chattanooga Women's Leadership Institute. Chattanooga, TN.
- **Brown, N., Ellis, J., Harris, M., & Howard-Baptiste, S.** (January 2017). *The Power Hour-Making Every 00:00 Count*. UTC Student Organization Leadership Institute. Chattanooga, TN.
- **Samuel, B. D. & Brown, N.D.,** (May 2014). *Building Our House for Diversity: Strategies and initiatives on retaining and recruiting quality diverse faculty at a PWI*. 27th Annual National Conference on Race & Ethnicity in American Higher Education (NCORE). Indianapolis, IN.
- **Brown, N.D.,** (January 2014). *Self Identity: Knowing the Real Blurred Lines*. Presented at the Women in Excellence Retreat for The University of Tennessee at Chattanooga. Lookout Mountain, TN.
- **Brown, N.D.,** (January 2012). *Self Esteem and Job Etiquette for College Students*. Presented at the Women in Excellence Retreat for The University of Tennessee at Chattanooga. Horns Creek, TN.
- **Brown, N.D.,** (April 2012). *Media Images: Empowerment In The 21st Century*. Presented at the Girls Summit for the Delta Sigma Theta, Inc Alumnae Chapter. Chattanooga, TN.
- **Brown, N.D.,** (April 2011). *The Town Hall Meeting: Youth Issues*. Presented at the Girls Summit for the Delta Sigma Theta, Inc Alumnae Chapter. Chattanooga, TN.
- **Brown, N.D.,** (April 2010). *Surviving the Carousel of Leadership*. Presented Sequatchie County Community Partnership Conference. Kimball, TN.

CONFERENCES AND WORKSHOPS ATTENDED:

- **Brewer Media Marketing Workshop;** Presented by The Partners Program- Participant Chatt.,TN (November 2019)
- **National Association of Black Journalist (NABJ)-** Participant New Orleans, LA (August 2017)
- **Public Relations Society of America** Cultural Awareness, Diversity and Inclusion in the 21st Century- Participant (August 2017)
- **National Conference on Race and Ethnicity in Higher Education (NCORE)-** Participant (May 2016) San Francisco, CA, Presenter/Participant (May 2014) Indianapolis, Indiana, Participant (May 2013) New Orleans, LA, (May 2012) New York City, NY and (June 2010) Washington, D.C.
- **Tennessee Economic Summit for Women,** Participant, October 2015
- **Public Relations Society of America Conference** Lookout Chapter, (September 2015) Cleveland, TN
- **Advancement Resources-**Participant (March 2014) Atlanta, GA

- **Council for Advancement and Support of Education (CASE)-** Participant (February 2013) Atlanta, GA
- **Southern Regional Educational Board Conference-Compact on Diversity-Recruiter** (October 2013) Washington, D.C, (October 2012) Tampa, FL, (October 2011) Atlanta, GA
- **Tennessee Association of Broadcasters-** Participant (August 2013) Murfreesboro, TN and (August 2012) Murfreesboro, TN
- **Public Education Foundation Men of Color Conference-** Participant (June 2013) Chattanooga, TN
- **American Association of Affirmative Action Summit (AAAA) -** Participant (June 2011) Atlantic City, NJ

AWARDS AND RECOGNITIONS

- **2019 The University of Tennessee at Chattanooga Alpha Society Inductee,** Chattanooga, TN December 2019
- **2017 The University of Tennessee System Alumni Association Public Service Award,** Knoxville, TN June 2017
- **2016 American Lung Association Woman of Distinction,** Recipient
- **2016 TEDXChattanooga** Couch Talk with The Impressions (Rock and Roll Hall of Famers)
- **Miss Black Tennessee USA Pageant;** Sarah J. Woodson-Early Award, December 2012
- **Leadership Chattanooga Graduate;** Chattanooga Chamber of Commerce, May 2012
- **Horace J. Traylor Diversity Leadership Award;** The University of Tennessee at Chattanooga, April 2012
- **2012 Girls Summit Dedicated Service Acknowledgment;** Deltas Serving Together, Inc., April 2012
- **Reaching The Light: The Documentary on the Desegregation of the University of Chattanooga;** Sound Effects and Scoring Assistant, February 2012
- **Essence Magazine;** featured in “How To Be Frugal” tips, January 2010
- **Chattanooga Times Free Press;** “The Perch Lands” Life feature article, April 14, 2009
- **Yellow Rose Broadcasting Celebrant;** National Association of Negro Business and Professional Women’s Club, 2005
- **Onyx Business Report;** “Making Music Happen,” Volume 5, Issue 4 – 2002

INSTITUTIONAL COMMITTEES (Past and Present)

- 2011 African-American Achievement 50th Celebration
- 2012 Coalition of Urban and Metropolitan University Conference Exhibitor Chair/Sponsorship Committee

- Chancellor’s Multicultural Advisory Council
- Culture Improvement Team
- Diversity Advisory Council
- Faculty Awards Celebration
- Human Resources Training Advisory Team
- Office of Equity and Diversity Advisory Committee
- Planning and Resources Advisory Committee (UPRAC)
- Safe Zone Committee
- Strategic Plan Subcommittee/Resource Development
- Strategic Planning Partnership Diversity Committee
- UTC Black Alumni Council
- UTC Exempt Staff Council
- UTC Faculty Staff Giving Campaigns
- Workplace Engagement Team

COMMUNITY LEADERSHIP

- **Chattanooga Chamber of Commerce Downtown Board**; July 2015- Present; VP of Education February 2016-2017, VP of Diversity and Inclusion 2018-2019
- **Miss Tennessee 2019**- Miss America Scholarship Pageant; Media Trainer (November 2019)
- **Story Corps**; Community Partner; March 2019
- **The American Cancer Society “Real Men Wear Pink”**; Fundraising Chair, October 2016 (Third Place Winner supporting WTVC Newschannel 9 Morning Anchor)
- **The University of Tennessee at Chattanooga Multicultural Graduation**; Keynote Speaker, Spring 2016
- **The Jazzanooga Experience/The Mocs Beat** on WMPZ Groove 93.5 FM; Executive Producer, September 2015-2017
- **The Roland Carter Institute of Music**; Board of Directors, August 2015- Present
- **2016 TEDX Chattanooga Team**; Prominent Speakers Team, June 2015- February 2016
- **Mayor Andy Berke’s Council for Women**; Leadership Team/Education, July 2015- July 2016
- **Chattanooga Choral Society for the Preservation of African-American Song**; Board of Directors, 2012- August 2015
- **Partnership for Families, Children and Adults**; Board of Directors 2011- Present, Board Secretary July 2015 –2017
- **Chattanooga Women’s Leadership Institute**; Board of Directors, 2011- 2014; 2015 Leadership Luncheon Series Chair, Member 2008-201

PROFESSIONAL AND COMMUNITY AFFILIATIONS

- **Chattanooga State Community College Dinner of Firsts**; Roaster for Sandra Brewer, November 2019
- **Covering Hate: A Panel Discussion About Journalism and Extremism in the South**; Sponsored by Mayor Berke's Council Against Hate and Lookout Chapter PRSA; Panelist, November 2019
- **WUTC NPR Scenic Roots Show**; Covering Hate: A Panel Discussion About Journalism and Extremism in the South- Panelist promotion; October 2019
- **John P Franklin Funeral Home**; Inaugural Fall Festival, Emcee (October 2019)
- **ArtsBuild**; Arts in Autumn Host, October 2019
- **The Loving Project: Love, Light and White**, Emcee (September 2019)
- **Miss Tennessee 2019- Brown, N., Ellis, J., Harris, M., & Howard-Baptiste, S.** Tyner Academy School Visit Sponsor; (September 2019)
- **Claridy Communications**, Brand Ambassador for the Grateful Gobbler, (August 2019-September 2019)
- **Chattanooga Women's Leadership Institute**; Diversity Speaker/Moderator, March 2017
- **Chattanooga Speaks: The Female Factor** Panelist, June 2016
- **Jazzanooga** What Happened, Miss (Nina) Simone?; Invited Documentary Panelist, August 2015
- **100 Black Women of Chattanooga Fundraiser**; Fashion Commentator, June 2015 and June 2016
- **Point of View** WDEF News 12-Chattanooga, Tennessee-CBS Affiliate; Volunteer Television Producer/Host, 2001-2004 and 2012- May 2016
- **Chattanooga Women's Leadership Institute**; MENTors Panel Moderator, June 2015
- **Orchard Knob Middle School TCAP**; Kick Off Speaker, April 2015
- **Power Lunch Girls (CGLA)**; Speaker, April 2015, April 2016
- **Odyssey 2014-2016** Annual Fundraiser for the Chattanooga Girls Leadership Academy (STEM Charter School); Emcee, February 2014, 2015 and 2016
- **Voice-Over Talent**; WUTC National Public Radio Affiliate, July 2014-2018
- **Jazzanooga** Living Jazz Series-African American Composers; Announcer, February 2014
- **Bessie Smith Cultural Center**; Volunteer, January 2014
- **InSink Press "Shoot the Lights Out"** Book Launch; Emcee, November 2013- Present
- **Chattanooga Chamber of Commerce**; Special Project Volunteer, May 2013
- **UTC University Studies Course**; Guest Diversity Lecturer, February 2013

- **National Mentor Week Feature;** WNOO 1260 AM, November 2012
- **Chickamauga and Chattanooga National Military Park;** Diversity Trainer, November 2012
- **Managing Diversity in Organizations;** Panelist UTC College of Business, November 2012
- **Leadershape Institute;** Guest Facilitator, May 2012
- **The Future Is Ours** (formerly City of Chattanooga Gang Task Force); Committee Member, 2012- 2013
- **UTC International Women’s Friendship Month;** Keynote Speaker, September 2011
- **Chattanooga Women’s Leadership Institute Mentoring Program;** Participant, 2009
- **WTCI Chattanooga, Tennessee- Public Broadcasting Service Affiliate;** Volunteer On-Air TV Talent (Membership Drives and Auctions), 2001-2004
- **Voice-Over Talent;** Various Non-Profit Organizations, 1996-Present