

## MARGO R. FOREMAN

### EDUCATION

**IU Richard M. Fairbanks School of Public Health** Indianapolis, IN  
Master Degree in Public Health  
Social and Behavioral Health Sciences

**Indiana University (IUPUI)** Indianapolis, IN  
Bachelor Degree Gen. Studies –Social Behavior Science concentration  
Minors in Health Administration and Psychology

**Kent State University** Kent, OH  
Dual Associate Degrees in Business Administration/Computer Technology

### PROFESSIONAL HIGHLIGHTS

Interpret and apply employment and equal employment opportunity (EEO) laws/regulations & organizational human resource policies and procedures utilizing employee relation expertise. Plan and conduct investigations of alleged discrimination/harassment. Counsel and advise university leadership and students, faculty, staff, and applicants regarding EEO situations. Help to lead new Title IX adherence measures across the University system.

Communicate complaint findings to decisional authorities and provide recommendations. Prepare written reports of findings/recommend corrective actions. Develop resource & educational materials and provide training to students, staff, and faculty.

Facilitate formal mediation sessions for campus units and communities in Indiana as an alternative means of conflict resolution.

Analyze campus workforce data in preparation and articulation of the university's affirmative action plan. Work cooperatively with campus leadership to ensure compliance of EEO legal requirements.

Provide workforce recruitment guidance to various university units by orienting and supporting university search committees throughout their hiring processes. Articulate to top administrators how to best utilize their recruitment power to positively impact their Affirmative Action Plan (AAP) goals and help close diversity gaps in staff and various faculty ranks. Created a campus-wide Equity Inclusion Advocacy Program utilized during the search and screen process.

Recruit at local and national professional meetings and job fairs such as, Indy Black Expo, Indianapolis Urban League, and Southern Regional Education Board's (SREB) Institute on Teaching and Mentoring into positions open in the University. Have access to various national academic organization and associations to be used for recruitment networking. Hold several years of experience directing recruitment of low-income youth applicants into countywide vocation work programs.

Use technology to design OEO Complaint database. Enhance online search and screen procedures by casting and directing in-house video vignettes. Proficient in the use of Microsoft's Office products (Word, Excel, PowerPoint, etc.) Provide various training and presentation regarding EEO law, Sexual Harassment Prevention, ADA/AA, Diversity, Culture, and Mentoring.

Contribute positively to the campus climate by sitting on the executive committees of the IUPUI Staff Council and IUPUI Black Faculty Staff Council; Member of the IUPUI Behavior Consultation Team; Certified Critical Incident Stress Management responder; Sexual Assault and Violence Prevention Task force; Committee for People with Disabilities; and Equal Opportunity Council. Instrumental in leading the Inter-Group Dialogue initiative on campus aimed at enhancing understanding of diverse groups on campus.

Handle adversity and cultural diversity effectively, and diffused potentially combative situations. Bridged communication gap within work teams by mediating an information exchange promoting interest vs. position. Relationship builder and effective communicator with the propensity to get things done timely and efficiently.

Manage teams effectively. Encourage employee empowerment, and provide opportunities for personal and professional development. Afford support, credit, praise, and guidance when needed to achieve planned objectives and outcomes

### Other Relative Experiences

Adjunct faculty S340 Cultural Competency in the Promotion of Health during Fall 2014 and 2015 for IU Fairbanks School of Public Health. This course is offered at the undergraduate level and is designed as a hybrid online course.

Adjunct faculty OLS36800 Personnel Law during Fall 2015 for IUPUI Department of technology Leadership and Communication in the School of Engineering and Technology: Organizational Leadership and supervision.

Direct research as Program Director for Naomi's House run by an Indianapolis faith based non-profit organization. The Naomi House program model is designed to address the myriad of issues related to teen pregnancy and literally give teen mothers a second chance at success. The program helps teen mothers become self-sufficient by providing them a stable and living environment, educational support to complete high school, parenting skills, and life skills. The ultimate goal is the avoidance of a repeat teen pregnancy and put the young mothers on a firm path of long-term economic independence.

Directed health and nutrition services for federally funded Head Start program in Portage County, Ohio. Successfully served more than 500 low-income and special needs families at 7 countywide locations. Designed and marketed various health education programs geared at individuals from diverse populations to promote positive health behaviors.

Created and conducted 5 program assessments and evaluations, producing executive summaries and annual reports to comply with federal regulations.

Received top ratings from State monitors as the Corporate Facility Business Manager for 150-bed nursing/rehabilitation facility with oversight of an annual budget of 2.2 million.

Established the IUPUI PeerXchange Program on campus in collaboration with Crossroads Easter Seals and IUPUI Adaptive Educational Service. Program pairs upper-level class students with 80 students with autism spectrum disorder. Program in its third year and has expanded to include other students with varying disabilities.

Collaborated to enhance community organizations as a member of the Indianapolis Minority Health Coalition team designing statewide cultural competency standards for agencies serving children.

Coordinated annual community health fair for women sponsored by Heart2Heart ministries of Overcoming Church, Indianapolis, IN. On average have had the ability of attract 20 vendors, 3 presenters, and 100 participants from the Martindale-Brightwood neighborhood.

### Conference Presentations and Trainings

Presenter at the 2009 American Public Health National Conference. “Creation of a data collection tool to allow analysis of prevalence and predictors of sexual assault in the Indianapolis metro-area” – Sexual assault is a serious public health problem in Indiana. The six Centers of Hope (COH) in the Indianapolis metro-area take care of the physical and emotional needs of sexual assault victims as well as collect forensic evidence. Because no unified intake form or data collection tool existed, much of the potential information about prevalence and predictors of sexual assault and quality control data were lost. The purpose of the presentation was to explain my research that resulted in a central database tool that 1) unified data collection between all six centers, 2) was user-friendly and, 3) provided new information about sexual assault trends. (2009 – San Diego, California)

Presenter at the American Association of Blacks in Higher Education (AABHE) 2010 National Conference on Blacks in Higher Education. “Mentoring as a Strategy for Retention on a Commuter Campus” – this concurrent workshop provides formal and informal mentoring strategies that help cultivate and retain African American students in an urban area on a commuter campus (March 2010 – Atlanta, Georgia).

Presenter at the 23<sup>rd</sup> Annual National Conference on Race and Ethnicity (NCORE) in American Higher Education. “Capturing the Spirit of Affirmative Action through Equal Opportunity” – this two-hour concurrent session describes a success story of how to reinvent your organizations compliance programs and infrastructure (June 2010 – National Harbor, Maryland).

Trainer – Diversity Training Program for Hanover College. Provide participants with tools to critically think about the multiple aspects of culture, a greater sense of what it means to provide extraordinary service with multiculturalism in mind, and strategies to actualize their personal responsibility for creating an inclusive environment. (November 2010 – Hanover, Indiana).

Presenter at the American Association of Blacks in Higher Education (AABHE) 2011 National Conference on Blacks in Higher Education. “Capturing the Spirit of Affirmative Action through Equal Opportunity” – this two-hour concurrent session describes a success story of how to reinvent your organizations compliance programs and infrastructure (March 2011 – Atlanta, Georgia).

Instructor for the IUPUI Fundamentals of Supervision Course offered by IUPUI Human Resources Administration. Instructing Faculty and Staff supervisors on how to detect and resolve conflict within workgroups when diversity is a core issue. Module is called Dialogue around Diversity.

Training – “How Diverse is Your World?” – this training provided for a variety of campus units challenging individuals to see how they can personally commit to engaging in relationships and experiences diverse from their major cultural perspective.

Training – “Exploring Culture from Within” – this training provided for a variety of campus units guiding participants in self-exploration and reflection of their cultural values. Small groups practice sharing using “Cultural Boxes” they fill with personal items of their choosing which they believe are culturally significant for them and their families.

Presenter at the American Association of Blacks in Higher Education (AABHE) 2012 National Conference on Blacks in Higher Education. “Still Waiting to Exhale on University Campuses: the ties that bind” – this two-hour concurrent session shares the profiles of three individuals who have allowed their personal and professional relationships to derail their careers and impact their physical and mental health. Participants are given the opportunity to learn of keys to avoid similar traps and how to relieve relational stressors. (March 2012 – Atlanta, Georgia).

Presenter at the annual National Conference on Race and Ethnicity (NCORE) in American Higher Education. “GPSing the Stuff: Navigating through the Messy Mishaps, Mis-steps, Mis-understandings and Mis-communications of Social and Organizational Behaviors that have been Mis-labeled as harassment and/or discrimination” – this two-hour concurrent session explores how “Stuff” can simply occur because of an unintentional cultural mis-step on someone’s part or a failure to communicate which may also be grounded in culture. Even with mis-steps or miscommunications, we should not be quick to reach for race as the basis of every affront. Sometimes “Stuff” happens to people simply because of their position, their own irresponsible behaviors, or self-induced actions. (June 2012 – New York City, New York, May 2013 – New Orleans, Louisiana, May 2014 – Indianapolis, Indiana).

Co-presenter at the 2014 Assessment Institute in Indianapolis. “ePortfolios as Other and Self-Assessment of Student Learning in a Master’s of Public Health Program” this 60 minute presentation explaining the course design, teaching methodology, and student experiences related to the new IU Fairbanks School of Public Health’s Capstone course. (October 2014 – Indianapolis, Indiana)

Served as guest lecturer presenting on the topic of cultural competency in health care in IU Schools of Nursing, Public Health, and Liberal Arts. (Fall 2013, Fall 2014 – Indianapolis, Indiana)

Presenter at the annual American Association for Blacks in Higher Education (AABHE) National Conference. “E-portfolio: A Pathway to Catapult a Career” and “Race and Gender Identity: a Pathway to Move beyond the Binary”. (April 2015 – North Charleston, South Carolina)

Presenter at 2014 National Conference on Race and Ethnicity (NCORE). “Mediating Past the Stuff: A Strategy for diffusing Organizational Noise Part I and Part II. (May 2015 – Washington D.C.)

### **AWARDS and RECOGNITIONS**

2013 Joseph T. Taylor Award for Excellence in Diversity as selected by IUPUI Chancellor Charles Bantz  
2015 HERS Bryn Mawr Summer Institute for Women in Higher Education Graduate

### **PROFESSIONAL DEVELOPMENT**

2004 IUPUI Administrative Support Professions Series graduate  
2007 IUPUI Keys to Professional Effectiveness  
2008 Mediation and Conflict Resolution Certification – The Center for Urban Policy at Indiana University – Richmond, Indiana  
2008 Certified Affirmative Action Professional (CAAP) – National Affirmative Action Association – Washington D.C.  
2008 Affirmative Action Plan Development – National Affirmative Action Association – Falls Church, Virginia  
2008 Crucial Conversations training – Indianapolis, Indiana  
2009 Writing Winning Grants – IU School of Medicine  
2009 IUPUI Leadership in Dynamic Organization certification  
2009 Intergroup Relation Institute - The University of Michigan – Ann Harbor, Michigan 2009 IUPUI Mediation Training  
2010 Individual Crisis Intervention and Peer Support – International Critical Incident Stress Foundation – UMBA – Baltimore, Maryland  
2010 Group Crisis Intervention– International Critical Incident Stress Foundation – UMBA Baltimore, Maryland  
2011 IUPUI Fundamentals of Supervision – participant and instructor  
2012 Leadership Mentoring Institute – American Association of Blacks in Higher Ed. – Birmingham, AL

**EMPLOYMENT HISTORY**

1999 – Present	<b>IUPUI Office Equal Opportunity – (OEO)</b> 2015 Associate Director for Office of Equal Opportunity 2015 Adjunct faculty for IUPUI School of Engineering and Technology 2014- 2015 Adjunct faculty for IU Richard M. Fairbanks School of Public Health 2012 Asst. Director of Diverse Workforce Recruitment and Retention 2006 Equal Opportunity Specialist 1999 Executive Secretary to Director	Indianapolis, IN
1998 – 1999	<b>IU School of Optometry</b> Patient and Front Desk Coordinator	Indianapolis, IN
1994 – 1997	<b>AlterCare of Ravenna Healthcare</b> Corporate Facility Business Manager	Ravenna, OH
1988 – 1994	<b>Portage County Head Start</b> Director of Health/Nutrition Service	Kent, OH
1982 – 1988	<b>Portage County Community Action Council</b> <b>Private Industry Council of Portage County</b> Community Liaison and Youth Program Recruitment and Placement Officer	Ravenna, OH

**PROFESSIONAL ASSOCIATIONS**

Indiana Public Health Association  
 American Association for Affirmative Action Professionals  
 Indiana Industry Liaison Group  
 American Association of Blacks in Higher Education  
 The Academic Network

**COMMITTEE/COMMUNITY SERVICE**

IUPUI Staff Council - Exec. Committee	Black Faculty Staff Committee - Exec. Board
IUPUI PeerXchange Program	BFSC Junior Achievement Mentor
4-Term precinct chairperson	Indianapolis Church Federation
North Eastern OH Adoption Service	Certified grief counselor
Hope World Wide	Riverside Civic League
Julianne Center	HOPE Center Park Feeding Program
Indianapolis Black Expo	Registered IPS volunteer
Southern Regional Education Board (SREB)	Richmond Conflict Resolution Center
Indiana Minority Health Coalition	Indy Chapter of SIMBA/SIMSA
American Association for Blacks in Higher Education (AABHE)	American Assoc. for Affirmative Action
Urban League	The Compact for Faculty Diversity Indianapolis Institute on Teaching and Mentoring