
Profile

Whenever possible, submit your application prior to the scheduled meeting of the affected advisory board so that they can consider all applications prior to making a recommendation to Council.

Public Records Statement

I acknowledge that all information submitted in this application becomes a public record and will be searchable online. The Town is not able to remove information from the public record once it has been posted.

I Agree

cortbennett@gmail.com

Email Address

Bert

First Name

Middle
Initial

Bennett

Last Name

3621 Sweeten Creek Road

Street Address

Suite or Apt

Chapel Hill

City

NC

State

27514

Postal Code

Mobile: (336) 705-4773

Primary Phone

Business: (984) 999-4981

Alternate Phone

Residency within the Town limits is required for membership on most Council advisory bodies. Memberships of some committees and task forces may be composed of up to forty percent of non-Town residents.

What district do you live in? *

Chapel Hill Town limits (Purple)

[Please consult the town maps HERE if you are unsure](#)

If you are a Chapel Hill Resident, How long have you lived here?

4-9 years

The Council encourages you to visit a meeting of the group that you are interested in serving on. Please choose no more than two groups from the list below to which you would like to apply.

Which Boards would you like to apply for?

Board of Adjustment: Eligible

Question applies to Board of Adjustment

Select a Seat Category for Board of Adjustment *

Chapel Hill Town Resident

Question applies to Chapel Hill Downtown Partnership

Where in the Downtown Service District are you a Resident, Employee, or (Property/Business) owner? (provide address if different than above)

Select a Seat Category for the Chapel Hill Downtown Partnership

Chapel Hill Town Resident

Select a Seat Category for the Community Design Commission

Chapel Hill Resident

Which Board is your First Choice? *

Chapel Hill Downtown Partnership

How did you find out about this opportunity? (select all that apply)

Advisory Board or Council member

If you chose "Other" from the advertising opportunity listed above, please specify:

Interests & Experiences

Question applies to multiple boards

How do you describe your previous advisory board experience?

Non-Chapel Hill Board Experience

What perspective(s) do you bring to the board(s), commission(s), committee(s) or task force(s) to which you are applying?

My name is Cort Bennett. My family is a resident of Chapel Hill. My wife grew up in Chapel Hill, and we are thrilled to have the opportunity for our children to call Chapel Hill home. We spend much of our time out and about in our community. I strongly believe in making the place we live, work, and play welcoming, vibrant, equitable, and safe for all members of our community. I understand this is a tall order and a lot needs to happen to make it true. I am dedicated to serving our community with my leadership, time, and service. Having lived in Winston-Salem and Greensboro, I was actively involved in the transformation of both cities. I served on the board of the Downtown Winston-Salem Partnership and chaired numerous committees charged with strategically planning the growth of each community, such as the Parking Task Force. I am a valuable team member and appreciate all ideas and perspectives. I welcome the opportunity to be part of this advisory committee and give back to the future of our community. In Winston-Salem, I held a seat on the Transportation Board. I am particularly interested in the vitality of our downtown. How we continue to make downtown Chapel Hill a place where small businesses can thrive, residents feel welcomed, safe, and think of first.

Please provide a brief summary of any other relevant qualifications (skills, abilities, interests and/or experience) you bring.

Leadership, ability to bridge different opinions, articulate ideas on a general level. Think and plan strategically. Manage financial budgets. Member of Downtown Winston-Salem Partnership - a planning committee and parking task force. Board member of Winston-Salem Transportation Authority

Question applies to Board of Adjustment

Do you have special interest, experience, or education/training in city planning or related fields? If yes, please explain.

The vitality of our downtown.

[Cort L Bennett - Resume.pdf](#)

You may upload a supporting document (e.g., CV or resume). **Please be advised that any information submitted becomes a public record and may be searchable online.**

Demographics

The Town Council seeks to attract persons from diverse backgrounds and believes that childcare and transportation is a potential barrier for qualified and interested applicants. See the [Childcare and Transportation Assistance pilot](#) for further details. In order to consider this application and provide some balance to the various boards, this personal information is required:

Ethnicity *

Caucasian/Non-Hispanic

Gender *

Male

Bert Bennett

If other, please describe:

Please select your age from the following list. *

35-54

Financial Services

Occupation

Are you a caregiver for or identify with a disability?

Yes No

Have you participated in the Peoples Academy?

Yes No

Are you a Town of Chapel Hill employee?

Yes No

Ethics Statement

ETHICS GUIDELINES FOR TOWN ADVISORY BOARDS AND COMMISSIONS

Members of advisory boards and commissions shall not vote on any matter in which they have a conflict of interest or an interest which reasonably might appear to be in conflict with the concept of fairness in dealing with public business. A conflict of interest or a potential conflict occurs if the outcome of the matter being considered is reasonably likely to have a direct, substantial, and readily identifiable financial impact on the member. In addition, members of the Historic District Commission and Board of Adjustment, when these boards are hearing cases, serve as quasi-judicial bodies. Pursuant to General Statute 160D-109(d), members of these boards “shall not participate in or vote on any quasi-judicial matter in a manner that would violate affected persons’ constitutional rights to an impartial decision maker. Impermissible violations of due process include, but are not limited to, a member having a fixed opinion prior to hearing the matter that is not susceptible to change, undisclosed ex parte communications, a close familial, business, or other associational relationship with an affected person, or a financial interest in the outcome of the matter.” Any member who violates these Ethics Guidelines may be subject to removal from the board or commission. If the advisory board or commission member believes he/she has a conflict of interest then that member shall recuse himself/herself from voting on the matter. In cases where the individual member or the advisory board or commission establishes a conflict of interest, then the advisory board or commission member shall remove themselves from the voting area. Any advisory board or commission member may seek the counsel of the Town Attorney on questions regarding the interpretation of these ethics guidelines or other conflict of interest matters. The interpretation may include a recommendation on whether or not the advisory board or commission member should excuse himself/herself from voting. The advisory board or commission member may request the Town Attorney respond in writing.

I Agree *

Applications will be kept on file from July 1st to June 30th of the same fiscal year. Please reapply each fiscal year if you are still interested in serving on an Advisory Board, Commission, Committee or Task Force and have not yet been appointed.

test

BERT “CORT” LESTER BENNETT IV

300 Parkmont Drive, Greensboro, NC 27408

336-705-4773

cortbennett@gmail.com

PROFESSIONAL EXPERIENCE

Wealth Management Advisor, Series 7,66 and NC Insurance licenses

TIAA-Cref, Chapel Hill, NC

2014 – Present

- Deliver a distinct and thoughtful experience to over 200 affluent and high net worth client relationships, aimed at building trust and business by providing investment and planning advice based on consultative needs based approach.
- Work with tax and estate planning professionals to provide strategies to meet clients’ legacy and individual needs. Coordinate and direct the client account team and when applicable engage other professional partners. Experience in understanding the client’s financial situation and personal circumstances.
- Responsible for growing a book of business through identifying value-added products and services for clients, identifying and acquiring client assets held outside of TIAA-Cref and developing additional business through referrals.
- Excellent interpersonal skills and face-to-face relationship building abilities. Strong written and oral communication.

Vice President

DIVERSIFIED TRUST COMPANY, Greensboro, NC

2011 – 2014

- Provided extensive financial and investment management to individuals, families and institutional clients. Collaborated with relationship managers, financial planners, and the client’s outside professionals to build investment strategies and to meet long-term and short-term financial needs.
- Responsible for implementing and monitoring client financial goals through asset allocation and risk management. Proven ability to successfully lead a team of dedicated client service professionals.
- Meet routinely with the client to discuss asset allocation strategy, portfolio performance and risk characteristics, and provide market updates.
- Active member of an investment and portfolio management team that discusses investment principles, new ideas and implements strategy for the firm’s \$4 billion under management. Analyzes and communicates quantitative data to help make portfolio and manager recommendations.
- Led the effort to up-date the investment policy statement and implemented a portfolio spending policy.

Director of Investment Operations

RSM MCGLADREY WEALTH MANAGEMENT, Charlotte, NC

2008 – 2010

- Oversaw the day to day management and operations of a \$3.5 billion national investment platform. Responsibilities included but not limited to asset manager search and selection, manager due diligence, constructing asset allocation models, and monitoring risks throughout the investment platform.
- Functioned as a strategic thinker for the management team, articulated detailed investment data, provided manager summaries in a concise manner, executed business strategy and led a team responsible for the operations of the investment platform.
- Led and provided recommendations to the Investment Council, a select group that discussed, debated, and made decisions on ideas and investment principles that impacted the McGladrey investment platform.
- Created, implemented, and managed asset allocation models based on risk-return analysis of a diversified group of sub-asset classes including private investments and hedged products.
- Continually monitored investment management industry trends and developments to reduce risk and increase the effectiveness of the McGladrey investment approach. Prepared and wrote economic and market commentary.
- Routinely discussed and made investment, operations and business recommendations to the president and CIO based on quantitative and qualitative data analysis. Used third party data providers to assist in analysis.
- Provided strategic leadership in planning and developing the long-term business strategy for our national investment platform as Wealth Management integrated with the Tax line of business.
- Created and maintained investment policy questionnaires, investment policy statements, rebalancing guidelines and monthly data for models and presentation tools.
- Built and maintained close relationships with internal and external business partners, investment managers and third party vendors. Participated in manager investor conferences.
- Assisted with budgeting/forecasting and preparing wealth management’s strategic plan. Discussed variance between actual and forecasted items.
- Worked closely with the financial advisor and tax partner to implement investment strategies for private wealth and institutional clients by developing a deep understanding of each client’s needs and objectives. Communicated regularly to new and existing clients.

Sr. Financial Analyst

WACHOVIA BANK, Winston-Salem, NC

2003 – 2008

- Selected as the Financial Officer for a line of business within Wachovia's Wealth Management. Instrumental in putting in place financial measures to maintain growth initiatives and margin forecasts.
- Responsible for managing, preparing and communicating month, quarter and year-end processes and reporting.
- Built and implemented financial models, which were used to aggregate monthly and quarterly financial statements. Including budgets, forecasting, operating results, and several project initiatives.
- Effectively communicated budget, forecast plans, and variance analysis and root cause to senior leaders.
- Successfully facilitated conversation across business lines to build relationships with internal and external partners on major projects. Collaborated with neighboring CFOs and other employees on best practices for budgeting, reporting analysis, and providing detailed explanation of financial reporting.

EDUCATION

Wake Forest University Schools of Business, Winston-Salem, NC

2008

Master of Business Administration

Wake Forest University, Winston-Salem, NC

2002

Bachelor of Arts in Psychology

COMMUNITY INVOLVEMENT

Future Fund – *Board Chair*

Steering Committee

2013 – Present

- Responsible for maintaining relationships with existing donors through communication, community involvement and education. Successfully, implemented a new plan to locate and inspire new donors.
- An active member and strategic thinker of the Steering Committee that is charged with presenting new goals and providing leadership on how to progress the Future Fund's mission.
- Act as a steward in the community for the Future Fund cause.

Arts and Science Council

Cultural Leadership Training Program

2009 – 2010

- Selected for an intensive Nine-month program designed to identify emerging leaders and develop competent board candidates for organizations across the community. The course focused on board participation, developing and understanding financial reports, and maneuvering the legal landscape.
- Gained a deeper understanding of the non-profit community through classroom education sessions and cultural events and programs.

Downtown Winston-Salem Partnership - *Board member*

Retail Task Force, Parking Task Force Chair

2007 – 2008

- Enhanced retail recruitment by providing a database of available space to commercial real estate agents, demographics and other supporting statistical information. Worked with the city on incentives and other ways to encourage retail growth.
- Developed and implemented market plans and strategies that defined and achieved city parking objectives for the downtown economic development group. The result was the formation of a task force to carry out the defined strategies.
- Appointed to lead a task force to recognize key factors among data trends, present compelling information from quantitative and qualitative data, and assist senior management in making decisions.

Winston-Salem Transit Authority - *Board member*

Funding Committee

2007 – 2008

- Appointed co-chair of the funding committee; key responsibility was to work with the city and the state municipalities to find alternative funding sources.
- Responsible for maintaining close working relationships with partners during and after project completions to ensure cooperation and successful progression, including budgeting and performance analysis.
- Assisted the treasurer with preparing monthly budgets. Analyzing historical actual to design annual forecast and preparing financial strategic plans.

Leadership Winston-Salem

2007 – 2008

- Participated in an interactive and experiential curriculum to groom city leaders. Attended dynamic meetings with civic leaders and engaged in problem-based discussions in order to learn more about how the community works and what key issues it faces.

Profile

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I Agree

jcham@unc.edu

Email Address

Julia

First Name

Middle
Initial

Chamberlin

Last Name

409 Church Street

Street Address

Suite or Apt

Chapel Hill

City

NC

State

27516

Postal Code

Primary Phone

Alternate Phone

Residency within the Town limits is required for membership on most Council advisory bodies. Memberships of some committees and task forces may be composed of up to forty percent of non-Town residents.

What district do you live in? *

Chapel Hill Town limits (Purple)

[Please consult the town maps HERE if you are unsure](#)

If you are a Chapel Hill Resident, How long have you lived here?

Greater than 10 years

The Council encourages you to visit a meeting of the group that you are interested in serving on. Please choose no more than two groups from the list below to which you would like to apply.

Which Boards would you like to apply for?

Board of Adjustment: Eligible

Julia Chamberlin

Question applies to Board of Adjustment

Select a Seat Category for Board of Adjustment *

Chapel Hill Town Resident

Select a Seat Category for the Chapel Hill Downtown Partnership

None Selected

Select a Seat Category for the Community Design Commission

None Selected

Question applies to Planning Commission

Select a Seat Category for the Planning Commission *

Chapel Hill Resident

Which Board is your First Choice? *

Planning Commission

How did you find out about this opportunity? (select all that apply)

Other (provide additional information below)

If you chose "Other" from the advertising opportunity listed above, please specify:

I am very interested in getting involved, so I perused the Town website and found this opportunity.

Interests & Experiences

Question applies to multiple boards

How do you describe your previous advisory board experience?

Little or No Experience

What perspective(s) do you bring to the board(s), commission(s), committee(s) or task force(s) to which you are applying?

I am a life-long resident of Chapel Hill now attending the University of North Carolina at Chapel Hill as a double major in economics and public policy with a minor in environmental science. I have seen and experienced first-hand the ways that Chapel Hill has grown and evolved in the past 15 years, from new buildings, the redesign of the public library, the closing of small businesses on Franklin Street, and more. In this way, I am deeply connected with both the full-time residents of Chapel Hill and the ever-changing university community. I know what these groups need from our town and how best to achieve those goals. Further, I am a young resident of Chapel Hill that has been through the CHCCS system, worked with local agencies, and now attend UNC-CH. I am deeply immersed in my community and have a passion for helping my community and the people in it grow and thrive. Seeing my middle-school teachers struggle to live in the communities they serve first enlightened me to the issue of affordability in Chapel Hill. As I have grown older, I have examined this issue through academic research, and I am a strong advocate for mixed-use development and rezoning to accommodate more affordable housing for all the people who work at the university and the institutions that help make Chapel Hill such a wonderful place. My relationships with residents and knowledge of my community are what allows me to understand what solutions will and won't work in Chapel Hill, and I am excited to bring this knowledge to the Board and Commission.

Please provide a brief summary of any other relevant qualifications (skills, abilities, interests and/or experience) you bring.

I have done extensive policy research on urban planning, education, and affordability issues in the Town of Chapel Hill. I know that the developments on Ephesus Church Road, Estes Drive, and in University Place fail to address the root issue of housing affordability for families and local employees. I have examined ways to help these citizens and builders through rezoning, re-examining historic districts, and construction regulations and tax credits. I am currently working in the House of Representatives for Congressman Cohen on federal policy issues that plague communities like Chapel Hill such as housing, economic growth, and sustainability. I have also worked with a local nonprofit, Grow Your World, since September of 2022. I work with underprivileged K-12 students in CHCCS schools to provide them with one-on-one tutoring and mentorship through a variety of programs. As a member of the Planning Commission and Board of Adjustment, I will bring relevant insights from a federal policy and grassroots perspective. I am extremely passionate about land-use issues and ensuring that the decisions made by the Commission and Board are reflective of my community's values and interests.

Question applies to Board of Adjustment

Do you have special interest, experience, or education/training in city planning or related fields? If yes, please explain.

I have academic experience in city planning, zoning, and housing affordability. Through my Environmental Justice & Policy academic seminar, I learned about the deep intersection that these issues have with sustainability and ways to effectively target all of these issue areas to benefit citizens. I have done research with professorial oversight on related issues with a specific focus on the town of Chapel Hill as it relates to such issues. One project I worked on addressed the challenges faced by no-car households in the Triangle area, highlighting the limited availability of effective public transportation and the resulting difficulties in accessing grocery stores, workplaces, and other essential destinations I hope to use the knowledge I have to assist on the Board of Adjustment and learn from fellow members to continue the important work for our local community.

Question applies to Planning Commission

Do you have special interest, experience, or education/training in city planning, design field, environment, housing, transportation or related fields? If yes, please explain.

I have extensive experience in environment, housing, and transportation fields. I am currently studying environmental science and have completed multiple academic research projects on sustainability in Chapel Hill, and how we can improve on this front. One project I worked on addressed the challenges faced by no-car households in the Triangle area, highlighting the limited availability of effective public transportation and the resulting difficulties in accessing grocery stores, workplaces, and other essential destinations. I have also conducted policy research and written relevant memos on both housing affordability and transportation access. Further, I am currently working for Congressman Cohen of Memphis. I work closely with our Senior Policy Advisor on environmental issues and relevant legislation. These issues are heavily intertwined with housing and transportation issues. As I work on federal legislation and policy, I have gained important insight on how best to improve these issues at the local level.

[Julia Resume_25.docx](#)

You may upload a supporting document (e.g., CV or resume). Please be advised that any information submitted becomes a public record and may be searchable online.

Demographics

The Town Council seeks to attract persons from diverse backgrounds and believes that childcare and transportation is a potential barrier for qualified and interested applicants. See the [Childcare and Transportation Assistance pilot](#) for further details. In order to consider this application and provide some balance to the various boards, this personal information is required:

Ethnicity *

Other

Gender *

Female

If other, please describe:

I am mixed-race. I am Black, white, and Cuban.

Please select your age from the following list. *

18-24

House of Representatives;
Full-time student at UNC-
CH

Occupation

Are you a caregiver for or identify with a disability?

Yes No

Have you participated in the Peoples Academy?

Yes No

Are you a Town of Chapel Hill employee?

Yes No

Ethics Statement

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I Agree *

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test

Julia E. Chamberlin

jcham@ad.unc.edu
(919) 448-7601

EDUCATION

University of North Carolina at Chapel Hill – Chapel Hill, NC
Economics and Public Policy; Environmental Science Minor

May 2026

- GPA 3.89
- Dean's List

Global Experience – Madrid, Spain
Study Abroad

Jan 2025 – May 2025

- Fostered my Spanish language skills by living with a local family and immersing myself in Spanish culture
- Furthered my global political and economic knowledge through classes with local professors and educational excursions

EXPERIENCE

Congressman Cohen's Office, House of Representatives – Washington, D.C.
Legislative Intern for Congressman Cohen's office

June 2025 – Aug 2025

- Conduct research on legislative issues to write memos, reports, and make policy recommendations to staffers.
- Prepare relevant materials, attend briefings and hearings, and provide staffers with detailed summary memos.
- Answer constituent calls, record information, and respond to all inquiries that come into the office.

Grow Your World – Carrboro, NC

Sept 2022 – May 2025

Program Coordinator and Tutor for a local nonprofit focused on community building with first-generation youth.

- Foster a safe and productive environment for underprivileged youth in the public school system
- Assemble and lead groups of weekly volunteers to work 1-on-1 with middle-school students
- Provide personalized academic support for students
- Utilize strong communication, patience, and adaptability to address diverse learning needs

Our City Forest – San Jose, CA

May 2024 – Aug 2024

AmeriCorps Member and External Relations Coordinator for a local urban forestry nonprofit focused on green development.

- Developed strategies to increase community engagement with the organization
- Collected and analyzed data to increase urban forestry in underserved areas of San Jose
- Served as one of the primary contacts for all organizational inquiries

Orangetheory Fitness – Chapel Hill, NC

Mar 2023 – Mar 2024

Sales Associate

- Contacted prospective clients and developed meaningful relationships with members
- Trained new employees
- Documented all customer outreach using Excel and other online portals to optimize customer engagement

LEADERSHIP AND COMMUNITY INVOLVEMENT

Grow Your World at Carolina – Chapel Hill, NC

May 2023 - PRESENT

Cofounder and Copresident

- Oversee program development, volunteer coordination, and student outreach programs
- Launched multiple programs in coordination with the local nonprofit, Grow Your World, and supervised club activity
- Facilitate communication between Grow Your World management, college students, local youth, and community leaders

Alpha Chi Omega, Epsilon Chi Chapter – Chapel Hill, NC

Jan 2024 – Jan 2025

Vice President of Diversity, Equity, and Inclusion

- Advocated for inclusive chapter-wide policies and implemented programs to increase diversity awareness for members
- Implemented DEI workshops in collaboration with campus leaders and external organizations

ADDITIONAL INFORMATION

- Conversational Spanish
- Proficiency in Stata

Profile

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I Agree

randy.herman@stratacleanenergy.com

Email Address

Randy

First Name

Middle
Initial

Herman

Last Name

2525 Buxton Ct

Street Address

Suite or Apt

Chapel Hill

City

NC

State

27514

Postal Code

Home: (336) 337-6516

Primary Phone

Alternate Phone

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What district do you live in? *

Chapel Hill Town limits (Purple)

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If you are a Chapel Hill Resident, How long have you lived here?

0-12 months

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Which Boards would you like to apply for?

Board of Adjustment: Eligible

Question applies to Board of Adjustment

Select a Seat Category for Board of Adjustment *

Chapel Hill Town Resident

Select a Seat Category for the Chapel Hill Downtown Partnership

Chapel Hill Town Resident

Select a Seat Category for the Community Design Commission

Chapel Hill Resident

Which Board is your First Choice? *

Board of Adjustment

How did you find out about this opportunity? (select all that apply)

Internet

If you chose "Other" from the advertising opportunity listed above, please specify:

Interests & Experiences

Question applies to multiple boards

How do you describe your previous advisory board experience?

Non-Chapel Hill Board Experience

What perspective(s) do you bring to the board(s), commission(s), committee(s) or task force(s) to which you are applying?

I have been a real estate and land use attorney for 12 years

Please provide a brief summary of any other relevant qualifications (skills, abilities, interests and/or experience) you bring.

I have previously sat on advisory boards for Hillsborough and Orange County, specifically the Orange County Board of Adjustment, Hillsborough Board of Adjustment and the Orange County Board of Equalization and Review

Question applies to Board of Adjustment

Do you have special interest, experience, or education/training in city planning or related fields? If yes, please explain.

I have experience as an attorney advising clients on land use issue and representing clients before various boards of adjustment

[Randy Herman Resume.pdf](#)

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Ethnicity *

Caucasian/Non-Hispanic

Gender *

Male

If other, please describe:

Please select your age from the following list. *

35-54

Attorney

Occupation

Are you a caregiver for or identify with a disability?

Yes No

Have you participated in the Peoples Academy?

Yes No

Randy Herman

Are you a Town of Chapel Hill employee?

Yes No

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test

Randy Hawkins Herman

1421 Sweetclover Drive, Wake Forest, NC 27587

(336) 337-6516

r.hawkins.herman@gmail.com

NC Board Certified Commercial Real Estate Attorney

PROFESSIONAL EXPERIENCE:

Strata Clean Energy

Associate Development Counsel – Real Estate

Durham, NC

November 2023-Present

- Negotiate and draft land contracts for national developer of solar farms and battery storage facilities
- Analyze and cure title defects
- Close acquisition and financing transactions - largest transaction \$500m

BA Folk, PLLC

Partner

Cary, NC

October 2019-November 2023

- Represent developers in land acquisition, development, entitlement and construction
- Single-family and multi-family residential projects
- Litigation regarding real property and land use issues

The Banks Law Firm, P.A.

Associate Attorney

Durham, NC

December 2016-October 2019

- Appear for and against property owners in quasi-judicial matters, including variances and staff appeals
- Perform commercial real estate closings for private land owners and municipal housing authorities
- Negotiate complex purchase contracts, easements and commercial leases
- Resolve title problems through negotiation and litigation

Moore & Alphin, PLLC

Associate Attorney

Raleigh, NC

May 2014-November 2016

- Perform residential and commercial real estate closings
- Full title searches on large tracts of undeveloped land
- Negotiate complex purchase contracts

Southern Environmental Law Center

Intern

Chapel Hill, NC

Spring 2013

- Research environmental topics related to Clean Water Act
- Develop guidance for environmental and neighborhood groups

Judge Robert C. Hunter, North Carolina Court of Appeals

Judicial Intern

Raleigh, NC

Spring 2012

- Review briefs and case files regarding appeals
- Draft memoranda and opinions

State Employees' Credit Union

Financial Services Representative

Chapel Hill, NC

September 2007-May 2014

EDUCATION:

North Carolina Central University School of Law (Evening)

Juris Doctor, magna cum laude

Durham, NC

May 2013

- Senior Editor, North Carolina Central Law Review

University of North Carolina at Greensboro

Bachelor of Arts in History

Greensboro, NC

May 2006

University of Tartu (Tartu Ülikool)

Certificate of Baltic Studies

Tartu, Estonia

August 2005

ASSOCIATIONS:

Real Estate Lawyer's Association of North Carolina (RELANC)

- President 2022
North Carolina Bar Association Real Property Section

-Real Property Council

Triangle Community Coalition

- Board of Directors

NAIOP Raleigh-Durham Chapter

- Governmental Affairs Committee

PUBLIC SERVICE:

Land Records Advisory Committee

Acting Chair

Raleigh, NC

2020-present

Hillsborough Board of Adjustment

Chair

Hillsborough, NC

2017-2019

Orange County Board of Adjustment

Member

Hillsborough, NC

2017-2019

Orange County Board of Equalization and Review

Alternate Member

Hillsborough, NC

2017

CONTINUING EDUCATION FACULTY:

Case Law Update

North Carolina Bar Association

May 2024

Asheville, NC

Case Law Update

North Carolina Bar Association

May 2023

Kiawah, SC

Intro to Land Use Law

A Southern Land Title

February 2023

Pinehurst, NC

Short-Term Rentals

National Business Institute

Online

June 2022

The Law of Real Estate Titles

National Business Institute

Raleigh, NC

November 2021

Land Use Law

National Business Institute

Raleigh, NC

August 2021

Real Estate Transactions and Closings

National Business Institute

Raleigh, NC

December 2020

Easements, Encroachments and Setbacks

National Business Institute

Raleigh, NC

November 2019

Practical Guide to Zoning & Land Use Law

National Business Institute

Raleigh, NC

September 2019

Short Term Rentals: Municipal Regulatory Issues

National Business Institute

Online Webinar

July 2019

Real Estate Law Boot Camp

National Business Institute

Raleigh, NC

June 2019

Title Workshop: From Examination to Commitment

National Business Institute

Raleigh, NC

November 2018

Top 8 Most Problematic Parts of Real Estate Purchase and Sale Agreements

National Business Institute

Raleigh, NC

December 2017

HOA Law for Non-Real Estate Attorneys

Law to the People

Online Webinar

February 2017

Legal Descriptions, Title Insurance and Surveys in Real Estate Transactions

National Business Institute

Raleigh, NC

October 2016

Profile

Whenever possible, submit your application prior to the scheduled meeting of the affected advisory board so that they can consider all applications prior to making a recommendation to Council.

Public Records Statement

I acknowledge that all information submitted in this application becomes a public record and will be searchable online. The Town is not able to remove information from the public record once it has been posted.

I Agree

trevorleatherwood1@gmail.com

Email Address

Trevor

First Name

Middle
Initial

Leatherwood

Last Name

350 Carraway Xing 105

Street Address

Apt 105

Suite or Apt

Chapel Hill

City

NC

State

27516

Postal Code

Home: (619) 243-9361

Primary Phone

Alternate Phone

Residency within the Town limits is required for membership on most Council advisory bodies. Memberships of some committees and task forces may be composed of up to forty percent of non-Town residents.

What district do you live in? *

Orange County-ETJ (Blue)

[Please consult the town maps HERE if you are unsure](#)

If you are a Chapel Hill Resident, How long have you lived here?

1-3 years

The Council encourages you to visit a meeting of the group that you are interested in serving on. Please choose no more than two groups from the list below to which you would like to apply.

Which Boards would you like to apply for?

Board of Adjustment: Eligible

Question applies to Board of Adjustment

Select a Seat Category for Board of Adjustment *

- Orange County-Extra Territorial Jurisdiction Resident (ETJ)

Select a Seat Category for the Cultural Arts Commission

- Chapel Hill Town Resident

Select a Seat Category for the Community Design Commission

- Chapel Hill Resident

Question applies to Planning Commission

Select a Seat Category for the Planning Commission *

- Orange County-Extra Territorial Jurisdiction Resident (ETJ)

Which Board is your First Choice? *

- Planning Commission
-

How did you find out about this opportunity? (select all that apply)

- Email

If you chose "Other" from the advertising opportunity listed above, please specify:

Interests & Experiences

Question applies to multiple boards

How do you describe your previous advisory board experience?

- Little or No Experience

What perspective(s) do you bring to the board(s), commission(s), committee(s) or task force(s) to which you are applying?

As a 9-year veteran of the United States Navy and a new resident to Chapel Hill I feel that I could bring a vision of stability and an understanding free of bias mindset to any position that I would be appointed to. I could use my experience as a leader to help guide observations or map out a path to understanding any situation given to me. I also feel like my experience in roles of being a member of the workforce would be of great value. I am a person who values work ethic and values and I show that through my dedication to service.

Please provide a brief summary of any other relevant qualifications (skills, abilities, interests and/or experience) you bring.

My interest in this interest in this positions stems from my pursuit to be a member of the public service. I am currently pursuing an undergraduate degree at the University of North Carolina @ Chapel Hill currently and this opportunity would provide me with a chance to see the work that I plan to do in my future career. I would bring my skills as an attentive worker, a professional member to any team, and a team leader if necessary.

Question applies to Board of Adjustment

Do you have special interest, experience, or education/training in city planning or related fields? If yes, please explain.

I do not have any experience into city planning, but I am eager to learn.

Question applies to Planning Commission

Do you have special interest, experience, or education/training in city planning, design field, environment, housing, transportation or related fields? If yes, please explain.

I do not have any experience or education into anything of this scope. I have education in leadership training through my positions held in the USN and I received 2 leadership courses while in the USN.

[Resume.docx](#)

You may upload a supporting document (e.g., CV or resume). **Please be advised that any information submitted becomes a public record and may be searchable online.**

Demographics

The Town Council seeks to attract persons from diverse backgrounds and believes that childcare and transportation is a potential barrier for qualified and interested applicants. See the [Childcare and Transportation Assistance pilot](#) for further details. In order to consider this application and provide some balance to the various boards, this personal information is required:

Ethnicity *

Hispanic

Gender *

Male

If other, please describe:

Please select your age from the following list. *

25-34

Full-Time Student _____

Occupation

Are you a caregiver for or identify with a disability?

Yes No

Have you participated in the Peoples Academy?

Yes No

Are you a Town of Chapel Hill employee?

Yes No

Ethics Statement

ETHICS GUIDELINES FOR TOWN ADVISORY BOARDS AND COMMISSIONS

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I Agree *

Applications will be kept on file from July 1st to June 30th of the same fiscal year. Please reapply each fiscal year if you are still interested in serving on an Advisory Board, Commission, Committee or Task Force and have not yet been appointed.

test

TREVOR LEATHERWOOD

POLITICAL SCIENCE STUDENT

CONTACT

PHONE
619-243-9361

LOCATION
Chapel Hill, NC

EMAIL
Trevorleatherwood1@gmail.com

PROFILE

Experienced Leader with a passion in politics and policy formation. Known for strong communication skills and a person-centered approach. Committed to serving the public through civil justice.

EDUCATION

THE UNIVERSITY OF NORTH
CAROLINA AT CHAPEL HILL
*Summer 2025 - In progress (Spring
2027)*
Bachelor of Arts in Political Science,
Transfer student, 3.59 GPA

SKILLS

- Leadership
- Interpersonal relationships
- Vocal on issues
- Time management
- Engagement with community

HOBBIES

- Jogging around my neighborhood
- Exploring the city of Chapel Hill
- Reading memoirs (currently *The Back Channel*)
- Writing opinion pieces on the effects of AI

WORK EXPERIENCE

ELECTRICIAN MATE, UNITED STATES NAVY
August 2015 - April 2024

- Held the rank of Second-Class Petty Officer
- Leading Petty Officer - Led 22 servicemembers on daily tasks, communicated directly with E7+ on behalf of division, and gave guidance on a work schedule that saved 800+ man hours
- Work Center Supervisor - Controlled and maintained the work schedule for 8 mechanics, scheduled and accomplished 1500+ work orders, and repaired 1200+ request orders
- Repair Parts Petty Officer - Maintained part

supply for a division of 32 individuals,
provided 3200+ completed orders, and No
deviations of budget

Profile

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Public Records Statement

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I Agree

maniloff@gmail.com

Email Address

Peter

First Name

Middle
Initial

Maniloff

Last Name

511 Parkside Circle

Street Address

Suite or Apt

Chapel Hill

City

NC

State

27516

Postal Code

Primary Phone

Alternate Phone

Residency within the Town limits is required for membership on most Council advisory bodies. Memberships of some committees and task forces may be composed of up to forty percent of non-Town residents.

What district do you live in? *

Chapel Hill Town limits (Purple)

[Please consult the town maps HERE if you are unsure](#)

If you are a Chapel Hill Resident, How long have you lived here?

Greater than 10 years

The Council encourages you to visit a meeting of the group that you are interested in serving on. Please choose no more than two groups from the list below to which you would like to apply.

Which Boards would you like to apply for?

Board of Adjustment: Eligible

Question applies to Board of Adjustment

Select a Seat Category for Board of Adjustment *

Chapel Hill Town Resident

Select a Seat Category for the Chapel Hill Downtown Partnership

None Selected

Select a Seat Category for the Chapel Hill Public Library Advisory Board

None Selected

Select a Seat Category for the Cultural Arts Commission

None Selected

Select a Seat Category for the Community Design Commission

None Selected

Question applies to Planning Commission

Select a Seat Category for the Planning Commission *

Chapel Hill Resident

Which Board is your First Choice? *

Planning Commission

How did you find out about this opportunity? (select all that apply)

Other (provide additional information below)

If you chose "Other" from the advertising opportunity listed above, please specify:

I've followed the Board and Commission's activities via news media and meetings.

Interests & Experiences

Question applies to multiple boards

How do you describe your previous advisory board experience?

Little or No Experience

What perspective(s) do you bring to the board(s), commission(s), committee(s) or task force(s) to which you are applying?

I have a focus on environmental sustainability, housing affordability, and transportation. All three are linked together, and decisions made now will have long term impacts. At the same time, businesses and entrepreneurs need clear and reliable rules to be able to plan and invest in our shared future. I attended Culbreth and Chapel Hill High School. I now live in a neighborhood that was being planned and built back then. People were agog at the scale of it and now it's a beloved part of our community. I want to help our community continue to grow so that current students can live here as adults, and to ensure that the growth is consistent with environmental sustainability and a wonderful quality of life.

Please provide a brief summary of any other relevant qualifications (skills, abilities, interests and/or experience) you bring.

My doctorate is in environmental science and management with a focus on environmental and energy economics. I bring strong experience in cost benefit analysis and considering tradeoffs of social and environmental challenges.

Question applies to Board of Adjustment

Do you have special interest, experience, or education/training in city planning or related fields? If yes, please explain.

My training and experience lie in environmental economics. This field emphasizes the role and importance of both government clarity and that rules sometimes don't fit exceptional circumstances.

Question applies to Planning Commission

Do you have special interest, experience, or education/training in city planning, design field, environment, housing, transportation or related fields? If yes, please explain.

My training and experience lie in environmental economics. This field emphasizes that the private sector is an incredibly important tool for producing good social outcomes such as building a community that we can all love, but that government is the key to pointing the private sector in the right direction.

[maniloff_resume_ch.docx](#)

You may upload a supporting document (e.g., CV or resume). **Please be advised that any information submitted becomes a public record and may be searchable online.**

Demographics

The Town Council seeks to attract persons from diverse backgrounds and believes that childcare and transportation is a potential barrier for qualified and interested applicants. See the [Childcare and Transportation Assistance pilot](#) for further details. In order to consider this application and provide some balance to the various boards, this personal information is required:

Peter Maniloff

Ethnicity *

Caucasian/Non-Hispanic

Gender *

Male

If other, please describe:

Please select your age from the following list. *

35-54

economist _____

Occupation

Are you a caregiver for or identify with a disability?

Yes No

Have you participated in the Peoples Academy?

Yes No

Are you a Town of Chapel Hill employee?

Yes No

Ethics Statement

ETHICS GUIDELINES FOR TOWN ADVISORY BOARDS AND COMMISSIONS

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I Agree *

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test

Peter Maniloff

maniloff@gmail.com

Employment History

Economist January 4 2021-present

U.S. Environmental Protection Agency, Durham, NC

- o Lead a team which analyses the health impacts of new EPA regulations.
- o Managed a large software procurement project.

Instructor 2023-present

Nicholas School of the Environment, Duke University

- o Taught graduate level climate policy

Assistant Professor 2013-2021

Division of Economics & Business, Colorado School of Mines, Golden, CO

- o Taught environmental policy, mathematical economics, economics, and econometrics.
- o Won institutional and national awards for research and teaching.

Research Assistant, Teaching Assistant, Fellow 2007-2013

Duke University, Durham, NC

Software Engineer, Computational Scientist, and other titles 2001-2007

Evans & Sutherland, IEM, University of Utah, and others, Salt Lake City, UT

Education

Ph.D., Environmental Science and Management, Duke University, Durham, NC, 2013

Specialization in environmental and energy economics.

M.A., Environmental Science and Policy, Duke University, Durham, NC, 2010

B.A., Physics and Computer Science, Duke University, Durham, NC, 2001

Profile

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Public Records Statement

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I Agree

dcnahm@gmail.com

Email Address

David

First Name

C

Middle Initial

Nahm

Last Name

100 Spencer Court

Street Address

Suite or Apt

Chapel Hill

City

NC

State

27514

Postal Code

Home: (919) 717-1893

Primary Phone

Alternate Phone

Residency within the Town limits is required for membership on most Council advisory bodies. Memberships of some committees and task forces may be composed of up to forty percent of non-Town residents.

What district do you live in? *

Chapel Hill Town limits (Purple)

[Please consult the town maps HERE if you are unsure.](#)

If you are a Chapel Hill Resident, How long have you lived here?

4-9 years

The Council encourages you to visit a meeting of the group that you are interested in serving on. Please choose no more than two groups from the list below to which you would like to apply.

Which Boards would you like to apply for?

None Selected

Select a Seat Category for the Chapel Hill Downtown Partnership

None Selected

Select a Seat Category for the Chapel Hill Public Library Advisory Board

Chapel Hill Resident

Select a Seat Category for the Cultural Arts Commission

None Selected

Select a Seat Category for the Community Design Commission

None Selected

Which Board is your First Choice? *

Board of Adjustment

How did you find out about this opportunity? (select all that apply)

Internet

If you chose "Other" from the advertising opportunity listed above, please specify:

Interests & Experiences

What perspective(s) do you bring to the board(s), commission(s), committee(s) or task force(s) to which you are applying?

I am a real estate attorney with 17 years experience. I have extensive experience with land use, planning and zoning matters. Prior to returning to Chapel Hill three years ago, I was on the Board of Zoning Appeals in Harrisonburg, Virginia, for a number of years. I am also a parent of a child in the CHCCS system (Estes Hills Elementary). My family first moved to Chapel Hill/Carrboro in 1999 and lived here for several years before moving away for work, so have experienced planning and zoning matters outside of Chapel Hill. We returned to Chapel Hill three years ago because we missed it.

Please provide a brief summary of any other relevant qualifications (skills, abilities, interests and/or experience) you bring.

As stated above, I am a real estate attorney. My area of focus is transactional matters, but am also familiar with land use, planning and zoning, in particular in Chapel Hill. I have served on municipal boards (in other areas) in the past and am familiar with the types of processes. I have observed Chapel Hill Board of Adjustments meetings.

[DCN CV 2023.pdf](#)

You may upload a supporting document (e.g., CV or resume). **Please be advised that any information submitted becomes a public record and may be searchable online.**

Demographics

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Ethnicity *

Caucasian/Non-Hispanic

Gender *

Male

If other, please describe:

Please select your age from the following list. *

35-54

Attorney

Occupation

Are you a caregiver for or identify with a disability?

Yes No

Have you participated in the Peoples Academy?

Yes No

Are you a Town of Chapel Hill employee?

Yes No

Ethics Statement

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I Agree *

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test

Profile

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Public Records Statement

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I Agree

dwiener2@gmail.com

Email Address

David

First Name

Middle
Initial

Wiener

Last Name

108 Millbrae Ln

Street Address

Suite or Apt

Chapel Hill

City

NC

State

27514

Postal Code

Primary Phone

Alternate Phone

Residency within the Town limits is required for membership on most Council advisory bodies. Memberships of some committees and task forces may be composed of up to forty percent of non-Town residents.

What district do you live in? *

Chapel Hill Town limits (Purple)

[Please consult the town maps HERE if you are unsure](#)

If you are a Chapel Hill Resident, How long have you lived here?

Greater than 10 years

The Council encourages you to visit a meeting of the group that you are interested in serving on. Please choose no more than two groups from the list below to which you would like to apply.

Which Boards would you like to apply for?

Board of Adjustment: Eligible

Question applies to Board of Adjustment

Select a Seat Category for Board of Adjustment *

Chapel Hill Town Resident

Select a Seat Category for the Chapel Hill Downtown Partnership

None Selected

Select a Seat Category for the Chapel Hill Public Library Advisory Board

None Selected

Select a Seat Category for the Cultural Arts Commission

None Selected

Select a Seat Category for the Community Design Commission

None Selected

Which Board is your First Choice? *

Board of Adjustment

How did you find out about this opportunity? (select all that apply)

- Internet
- Other (provide additional information below)

If you chose "Other" from the advertising opportunity listed above, please specify:

Interests & Experiences

Question applies to multiple boards

How do you describe your previous advisory board experience?

Little or No Experience

What perspective(s) do you bring to the board(s), commission(s), committee(s) or task force(s) to which you are applying?

I have been a resident of Chapel Hill for over 25 years. While my full-time career has been as a physician, I have engaged in real estate investment and development on a small local scale for over 30 years in both Chapel Hill and Durham, where I own and have developed a handful of both student housing and non-student housing. I have had experience (albeit limited) interacting with the zoning and historical district commissions during both my successful ventures and the exploration of opportunities which I have abandoned. I find the subject matter interesting and now that I am working only part-time it is time for me to give back to the community.

Please provide a brief summary of any other relevant qualifications (skills, abilities, interests and/or experience) you bring.

I am an ardent DIYer in all things related to home and automobiles. I feel that I have a practical perspective to assess the subject matter of the commission.

Question applies to Board of Adjustment

Do you have special interest, experience, or education/training in city planning or related fields? If yes, please explain.

You may upload a supporting document (e.g., CV or resume). **Please be advised that any information submitted becomes a public record and may be searchable online.**

Demographics

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Ethnicity *

Caucasian/Non-Hispanic

Gender *

Male

If other, please describe:

Please select your age from the following list. *

over 55

physician _____
Occupation

Are you a caregiver for or identify with a disability?

Yes No

Have you participated in the Peoples Academy?

Yes No

Are you a Town of Chapel Hill employee?

Yes No

Ethics Statement

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I Agree *

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test

Profile

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Public Records Statement

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I Agree

thomas.wortman@gmail.com

Email Address

Thomas

First Name

I

Middle
Initial

Wortman

Last Name

502 Tinkerbelle Road

Street Address

Suite or Apt

Chapel Hill

City

NC

State

27517

Postal Code

Mobile: (651) 746-9991

Primary Phone

Alternate Phone

Residency within the Town limits is required for membership on most Council advisory bodies. Memberships of some committees and task forces may be composed of up to forty percent of non-Town residents.

What district do you live in? *

Chapel Hill Town limits (Purple)

[Please consult the town maps HERE if you are unsure](#)

If you are a Chapel Hill Resident, How long have you lived here?

4-9 years

The Council encourages you to visit a meeting of the group that you are interested in serving on. Please choose no more than two groups from the list below to which you would like to apply.

Which Boards would you like to apply for?

Board of Adjustment: Eligible

Question applies to Board of Adjustment

Select a Seat Category for Board of Adjustment *

Chapel Hill Town Resident

Which Board is your First Choice? *

Board of Adjustment

How did you find out about this opportunity? (select all that apply)

Advisory Board or Council member

If you chose "Other" from the advertising opportunity listed above, please specify:

Interests & Experiences

Question applies to multiple boards

How do you describe your previous advisory board experience?

Chapel Hill Board Experience

What perspective(s) do you bring to the board(s), commission(s), committee(s) or task force(s) to which you are applying?

I have had an interest in urban planning for quite some time, and I served on the Planning Commission in Harborcreek Township, Pennsylvania, for four years.

Please provide a brief summary of any other relevant qualifications (skills, abilities, interests and/or experience) you bring.

My doctorate from Penn State allows me to view issues from a critical perspective, examining all aspects of issues before making a decision or recommendation. I was a key staff member for community outreach when I worked at Penn State.

Question applies to Board of Adjustment

Do you have special interest, experience, or education/training in city planning or related fields? If yes, please explain.

[TIW_Resume.pdf](#)

You may upload a supporting document (e.g., CV or resume). **Please be advised that any information submitted becomes a public record and may be searchable online.**

Demographics

The Town Council seeks to attract persons from diverse backgrounds and believes that childcare and transportation is a potential barrier for qualified and interested applicants. See the [Childcare and Transportation Assistance pilot](#) for further details. In order to consider this application and provide some balance to the various boards, this personal information is required:

Ethnicity *

Caucasian/Non-Hispanic

Gender *

Male

If other, please describe:

Please select your age from the following list. *

over 55

Education Consultant

Occupation

Are you a caregiver for or identify with a disability?

Yes No

Have you participated in the Peoples Academy?

Yes No

Are you a Town of Chapel Hill employee?

Yes No

Ethics Statement

ETHICS GUIDELINES FOR TOWN ADVISORY BOARDS AND COMMISSIONS

Members of advisory boards and commissions shall not vote on any matter in which they have a conflict of interest or an interest which reasonably might appear to be in conflict with the concept of fairness in dealing with public business. A conflict of interest or a potential conflict occurs if the outcome of the matter being considered is reasonably likely to have a direct, substantial, and readily identifiable financial impact on the member. In addition, members of the Historic District Commission and Board of Adjustment, when these boards are hearing cases, serve as quasi-judicial bodies. Pursuant to General Statute 160D-109(d), members of these boards “shall not participate in or vote on any quasi-judicial matter in a manner that would violate affected persons’ constitutional rights to an impartial decision maker. Impermissible violations of due process include, but are not limited to, a member having a fixed opinion prior to hearing the matter that is not susceptible to change, undisclosed ex parte communications, a close familial, business, or other associational relationship with an affected person, or a financial interest in the outcome of the matter.” Any member who violates these Ethics Guidelines may be subject to removal from the board or commission. If the advisory board or commission member believes he/she has a conflict of interest then that member shall recuse himself/herself from voting on the matter. In cases where the individual member or the advisory board or commission establishes a conflict of interest, then the advisory board or commission member shall remove themselves from the voting area. Any advisory board or commission member may seek the counsel of the Town Attorney on questions regarding the interpretation of these ethics guidelines or other conflict of interest matters. The interpretation may include a recommendation on whether or not the advisory board or commission member should excuse himself/herself from voting. The advisory board or commission member may request the Town Attorney respond in writing.

I Agree *

Applications will be kept on file from July 1st to June 30th of the same fiscal year. Please reapply each fiscal year if you are still interested in serving on an Advisory Board, Commission, Committee or Task Force and have not yet been appointed.

test

EDUCATION

Ph.D. Higher Education, *The Pennsylvania State University*, 2002

Dissertation Topic: *Psychosocial impact from study abroad: Openness to diversity.*

M.A. Student Affairs in Higher Education, *Indiana University of Pennsylvania (IUP)*, 1989

B.A. Speech Communication; Minor in Sociology, *Edinboro University of Pennsylvania*, 1987

WORK EXPERIENCE

Metropolitan State University. 2011-present

Educational Contractor

Lead team to write and submit a major NSF-funded grant proposal to talent expansion in Science, Technology, Engineering, and Mathematics fields.

The Art Institutes International Minnesota, 2011

Adjunct Faculty

Taught first-year seminar and interpersonal communication courses

Minnesota State Colleges and Universities, 2006-2011

Program Director for Faculty Development

Assistant Director, Center for Teaching and Learning

Director of Grants Programs

- Coordinated all teaching- and learning-related grant activity for statewide faculty professional development offerings. Managed \$100,000-\$430,000 in faculty development grants and \$12 million in state legislative funds
- Developed and managed online grants proposal reporting system for use by 11,000 faculty members
- Responsible for all phases of grant management (developing, reviewing, mentoring, funding, monitoring, and managing) including reporting on final grant outcomes at college/university, Minnesota state system, and state legislative levels
- Maintained database of teaching-and-learning-related funding opportunities for faculty
- Coordinated and managed college two-year faculty credentialing program
- Maintained faculty development website

Capella University, 2010-present

Visiting Scholar, Dissertation Committee Member

- Evaluate the dissertation proposals/prospectuses and manuscripts of doctoral students
- Ensure that the work meets rigorous academic standards for quality and to ensure that guidelines are met for ethics, honesty, academic writing, and presentation

Penn State Erie, The Behrend College

Senior Project Associate for Research, 2005-2006

Special Projects Assistant to the Chancellor, 2001-2005

AND

Penn State University Park

Doctoral Assistant, 1997-2001

Grants and Sponsored Programs:

- Coordinated all grant-sponsored program activities for the college, administered \$4.3M in grants and sponsored programs, served as principal investigator for major grant-funded projects
- Grant-seeking, grant-writing, budget, assessment, and project management responsibility

Research Protections: Coordinated all aspects of approvals for use of human subjects in research. Educated faculty members, staff members, and students about research protections.

Committee Work:

- Chancellor's Advisory Committee
- Institutional Research
- Grade Mediation and Adjudication
- Ecological Sustainability Task Force (Chair)
- Enrollment Management (Co-Chair)
- Student Discipline
- Academic Integrity
- Academic Computing
- National Survey of Student Engagement

Outreach:

- Technology Council of Northwest Pennsylvania (Executive Committee Member)
- Erie Keystone Innovation Zone (Advisory Council Chair)
- Arboretum at Penn State Behrend (Founder and Executive Director)
- Harborcreek Township Planning Commission (Commissioner)

Curriculum and Academic Support:

- ROTC Program (College Administrator)
- Center for Teaching and Educational Technology (Manager)
- First-Year Seminar (Coordinator)

Doctoral Assistant, Study Abroad Programs:

- Penn State Coordinator for 21 study-abroad programs shared with 13 institutional partners
- Created and coordinated Peer Advising program for prospective study abroad students
- Program Evaluation for study-abroad programs and Internet-based student evaluations
- Site Visits in Venezuela and Australia for Penn State and the University of Minnesota

Sydney2000 Program Coordinator:

- Planned, recruited/selected, administered budget, and provided on-site coordination centered on the 2000 Olympic Games in Sydney, Australia. 70 students enrolled
- Co-taught course in business communication and leadership

Student Discipline Officer: *Office of Judicial Affairs, Penn State, 1997-2001*

Indiana University of Pennsylvania, Office of Housing and Residence Life
Duquesne University, Office of Residence Life, 1987-1997

- On-site director in housing units with up to 5,000 undergraduate students. Supervised staff, graduate assistants, and student workers
- Budget administration
- Directed international housing
- Faculty Liaison, with Eberly College of Business
- Coordinated programs for first-year students
- Counseling, crisis intervention
- Judicial Board Chair, judicial hearing officer of record

TEACHING EXPERIENCE

- *The Art Institutes International Minnesota*
- *Southwest Minnesota State University*
- *Penn State Behrend*
- *Penn State University Park*
- *Indiana University of Pennsylvania*
- *Duquesne University*

Planned, taught, and assessed:

- **Interpersonal Communication** for students at The Art Institutes International Minnesota
- **Interpersonal Skills in Organizations** (online) for business students at Southwest Minnesota State University
- **First-Year Seminar** for students at Penn State Behrend interested in becoming teachers, and for first-quarter students at The Art Institutes Minnesota
- **International Business Communication and Leadership** for upper-division undergraduates from Penn State and other universities
- **Mega-event Management** for upper-division undergraduates from Penn State and other universities
- **Interpersonal Relationships**, a Counselor Education course at Indiana University of Pennsylvania
- **Student Development** for undergraduate students at Duquesne University

SELECTED PUBLICATIONS

Mansfield, P. M., Pinto, M. B., Parente, D. H., & Wortman, T. I. (Spring 2004). College students and academic performance: A case of taking control. NASPA Journal 41 (3).

Wortman, T. I. (2002). International students: toward a hierarchy of needs. PCPA Journal.

Wortman, T. I. (2002). Psychosocial effects of studying abroad: Openness to diversity. (Doctoral dissertation, The Pennsylvania State University, 2002). Dissertation Abstracts International, 63/07, 2479.

Wortman, T. I. (2001). Web-based assessment. In J. H. Schuh, M. L. Upcraft & Associates. Assessment practice in student affairs: An applications manual. San Francisco: Jossey-Bass.