



The Mercer Group, Inc.

GAINESVILLE, FLORIDA EQUAL OPPORTUNITY DIRECTOR

June 9, 2015

Summary

Larry T. Ellis

- **Doctorate in Education; Master in Education; Bachelor – Psychology**
- **Director, Institutional Equity & Diversity, University of Florida (was in Florida State Pension “Drop” program & retired in December 2011).**
- **Salary: \$136,000**
- **Internet Research**
- **2012 – 2013 - Small Business Mentoring Initiative Program –**
- **Mentor - Larry T. Ellis, OPS Consulting – Protégé – Jason D. Gregory, Gregory Media Group, LLC**
- **Various news articles - neutral**

THE MERCER GROUP, INC.

W. D. Higginbotham, Jr.
Senior Vice President
Seminole, Florida 33777-1150
727-214-8673

WDHiggin@mercergroupinc.com
www.mercergroupincflorida.com



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**LETTER OF INTEREST
&
RESUME**

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Larry T. Ellis
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Gainesville FL 32606
352-665-8840
larryellis381@gmail.com

May 29, 2015

W. D. Higginbotham, Jr.
Senior Vice President
The Mercer Group, Inc.
Seminole, FL 33777

RE: Equal Opportunity Director

I am very interested in being considered for the above-referenced position. Beyond the specific knowledge and expertise that can be applied directly to the duties and responsibilities of this position, I have a passion for all programs and services associated with EEO, AA, MBE, SBE and diversity.

As the Director of Institutional Equity & Diversity, I investigated and resolved all formal and informal allegations of discrimination, harassment and retaliation filed by faculty, staff, students and employees of the University Athletic Association. I proposed equal opportunity and diversity regulations for implementation. I developed and monitored the Affirmative Action Plan, the Diversity Action Plan, and the Equity Reports. I developed training and conducted statewide workshops related to equal opportunity, diversity and sexual harassment prevention.

As the Director of Human Resource Services, I directed an organization of 96 professionals, and administered an annual budget of \$3.7 million. I was responsible for all major functions, including: recruitment and staffing, employee and labor relations, benefits and retirement programs, classification and compensation, communications, and training and organizational development. I proposed human resources related regulations for implementation.

As the Director of Small Business and Vendor Diversity Relations, I developed relationships and provided technical assistance to SBEs and MBEs seeking procurement opportunities with the university and the state. Specifically, I provided detailed one-on-one assistance sessions, monthly workshops on a variety of business topics, and conducted annual trade shows for entrepreneurs. I conducted a series of in-reach activities to raise awareness for the program among departments and academic units, and a series of outreach activities to recruited entrepreneurs to the program state-wide.

Throughout my career, supervisors have recognized my communication and presentation skills, my organizational and planning skills, my work ethics, my ability to manage and motivate others, my high performance standards, and my people skills.

I welcome the opportunity to discuss how my relevant experiences would propitiously benefit the City of Gainesville, and the City Commission.

Best Regards,

Larry T. Ellis
Larry T. Ellis

EXECUTIVE PROFILE

- Seasoned professional with a strong background in equal employment, institutional diversity, discrimination and harassment investigations, human resources, small business development, and project management.
- Able to organize and manage multiple projects simultaneously.
- Results-driven achiever with exceptional planning and organizational skills.
- Able to deliver expert-level presentations on equal opportunity, diversity, employment, and SBE/MBE subjects.
- Personable professional with proven ability to build rapport with a diverse workforce in multicultural settings.
- Innovative problem-solver who generates workable solutions and resolve issues and complaints.
- Working knowledge of university procurement and human resources policies, practices and operational systems.
- Working knowledge of departmental budget preparation, monitoring and administration.

PROFESSIONAL EXPERIENCE**Director, Institutional Equity & Diversity
University of Florida****7/05 – 12/11****Office of Human Resource Services / 352-392-1075
Post Office Box 150000, Gainesville FL 32611**

Served as the University's Chief Diversity and Equal Opportunity Officer, serving 22,000 employees and 50,000 students throughout the State of Florida.

- Investigated and resolved all faculty, staff and student allegations of discrimination, sexual harassment and harassment at the main campus, the Health Science Centers, IFAS, and the University Athletic Association.
- Produced various state and federal regulatory reports, including the University's Affirmative Action Plan.
- Provided sexual harassment and diversity training for employees and students throughout the University.
- Established, planned and hosted six (6) annual Equity & Diversity Conferences for the State University System's (SUS) Equity Officers and the Community Colleges' Human Resources Officers.
- Chaired the President's Council on Diversity which produced the University's first Diversity Action Plan.
- Served as an active member of the Persons with Disabilities Committee, Race & Ethnicity Committee, Title IX Intercollegiate Athletics Committee.
- Designed the HRS Building floor plan, and served as liaison to the project manager, architect, prime contractor, engineer, and various other entities (city zoning, utilities, telephone, IT, cable, furniture vendor, etc.).
- Received the University of Florida Medallion Award (2011).

**Director, Human Resource Services
University of Florida****11/99 – 7/05****Office of Human Resource Services / 352-392-1075
Post Office Box 150000, Gainesville FL 32611**

Provided quality, professional and proactive human resources programs and services that positively affected the livelihood, benefits, compensation and productivity of 22,000 health center and university employees throughout Florida. Responsible over all major functions, including: recruitment and staffing, benefits and retirement programs, human resource information system, classification and compensation, leave administration, employee and labor relations, training and organizational development, computer lab, communications, policies and regulations, workers' compensation, and unemployment compensation.

- Directed an organization of 96 professionals toward providing quality proactive services for 22,000 employees.
- Provided administration, strategic planning and fiscal management to a complex and comprehensive operation with an annual operational budget of \$3.7 million.
- Served as functional owner of the PeopleSoft implementation HRMS module, and coordinated university-wide communication and re-training of the workforce.
- Conceived the term "TEAMS" (Technical, Executive, Administrative and Managerial Support) used by UF to define the pay plan term for post-devolution administrative and professional positions.
- Redesigned and renamed the HR "InfoGator" newsletter (former the Perspective) which reached 9,800 email subscribers monthly with timely HR information and initiatives.
- Revitalized the University's Training & Development section which offered numerous programs and services designed to enhance the personal and professional development of the UF workforce.
- Provided all the research enabling the Board of Trustees to implement Domestic Partner Benefits for employees.
- Chaired the Statewide Human Resource Professionals Council, and the University Benefits Committee.
- Served as a member of the UF PeopleSoft Steering and Vision Committees, the University-Wide Rules Revision Committee, the Superior Accomplishment Awards Committee, the University 150 Year Celebration Committee, the College and University Personnel Association (CUPA), and the Society of Human Resource Management (SHRM).

University of Florida
Division of Business Affairs / 352-392-1336
Post Office Box 115250, Gainesville FL 32611

Established and directed the University's first Office of Small Business & Vendor Diversity Relations, and guided the institution's procurement practices toward compliance with applicable state and federal regulations.

- Provided operational and technical assistance to start-up businesses and small businesses throughout Florida who attained the ability to provide products and/or services to the University of Florida.
- Improved the University's procurement awards to small and minority business from \$152,000 in 1988, to over \$18 million by 2005.
- Interfaced with the diverse supplier community through business trade fairs and other events to develop knowledge of supplier base while serving as spokesperson for the University at external/internal events.
- Established, planned and hosted (ten (10) annual Small Business Trade Fairs which attracted over 1,200 university, city, county and community attendees annually.
- Established, planned and hosted monthly Small Business Workshops on a variety of subjects.
- Designed and implemented a vendor database system called the "Profiler," which was later modified and adopted by the Florida Department of Management System for the Office of Supplier Diversity.
- Developed several publications: "How to Start a Business", the "UF Vendor Resource Guide", and "Doing Business with the University of Florida."
- Provided technical assistance and training to several state universities and state agencies regarding the development of vendor diversity programs.
- Conducted research and developed a supplier evaluation matrix to ensure a continual pipeline to University departments and academic units based on quality, delivery, total cost and service.
- Appointed by the late Governor Lawton Chiles to the Florida Commission on Human Relations (96-99), and the Florida Dr. Martin Luther King Jr. Commemorative Commission (92-95).
- Served as a member of the Provost's Task Force on Cultural Diversity, UF Status of Women Committee, the UF Salary Discrimination Appeals Committee, the UF Sick Leave Pool Committee, the State's Task Force on Minority Business Enterprise, the State's Matchmaker Trade Fair Planning Committee, the State's Minority Business Utilization Review Committee, and the City of Gainesville Blue Ribbon Committee on Equal Opportunity.
- Received the Distinguished Service Award from the University Purchasing Department (99).

Director of Special Projects

1/86 – 4/88

University of California, Irvine
Office of Equal Opportunity & Diversity / 949-824-5594
103 Multipurpose Building, Irvine CA 92697

Developed the University's Affirmative Action Plan, and ensured compliance with federal and state affirmative action and equal opportunity statutes, regulations and guidelines.

- Investigated and resolved allegations of unlawful discrimination and harassment.
- Developed sexual harassment prevention training brochures and conducted EEO training.
- Wrote and received grant funding for student affirmative action programs.
- Served as a member of the Chancellor's Affirmative Action Council, and the UC System EEO Council.

Assistant to the President for Personnel & Equal Opportunity

9/81 – 12/85

Lake-Sumter College
Office of the President / 352-378-3747
9501 U.S. Highway 441, Leesburg FL 34788

Served as the Chief Personnel and EEO Officer for the college with responsibility for recruitment and staffing, classification and compensation, leave administration, employee relations, equal employment, and personnel policies.

- Established the first Office of Personnel Services in the college's 20-year history.
- Assisted the President in the College's daily operation, management and strategic planning.
- Developed 80% of the College's personnel policies, procedures and forms, and 100% of the EEO policies.
- Improved the College's Division of Community Colleges EEO Rating from "No Progress" to "Substantial Improvement."
- Served as Acting Public Information Officer (1982-83), and coordinated the College Catalog revision (82).
- Wrote grants and received funding for minority recruitment and retention programs.
- Served as Chapter President of the Florida Association of Community Colleges, and member on the President's Cabinet, Budget Committee, Sabbatical Committee, and the Equal Opportunity Advisory Committee.
- Received the Board of Trustees' Meritorious Service Award (85).

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Student Affairs Coordinator II
Florida A & M University
Division of Student Affairs / 850-599-3183

10/78 – 8/81

308 Foote-Hilyer, Tallahassee FL 32307

Directed the east campus residential facilities consisting of five (5) residence halls, and a sixty-four (64) unit apartment complex.

- Supervised a staff of 48 professional and para-professionals.
- Provided counseling, crisis intervention, and developmental programs for 1200+ residents.
- Managed and scheduled the east campus Multipurpose Lounge Facility.
- Developed a Handbook for Residents, and an Operational Manual for Resident Assistants.
- Served as Advisor to the Residents Hall Association and member of the Student Affairs Discipline Committee.
- Received the Student Affairs' Valuable Service Award (79).

Residence Hall Director**8/74 – 10/78****Florida State University****University Housing / 850-644-2860****Post Office Box 3064174, Tallahassee FL 32306**

Directed the operations a 10-story co-educational residential facility, housing 600+ students.

- Developed a living/learning environment that fostered academic and personal growth.
- Supervised a staff of 12 professional and para-professionals.
- Conducted academic and personal counseling, new student orientation, and development services.
- Developed and produced a Staff Training Manual, and a Survival Handbook for Residents.
- Designed and implemented personal development workshops and programs for the residential population.
- Served as a member of the Housing Appeals Committee.

EDUCATION

Doctorate in Education	(Ed.D.)	Florida State University	Higher Education Administration	A.B.D.
Specialist in Education	(Ed.S.)	Florida State University	Educational Leadership	Aug. 1980
Masters of Education	(M.Ed.)	Florida A & M University	Counseling	Aug. 1974
Bachelor of Arts	(B.A.)	Florida A & M University	Psychology	June 1973

COMMUNITY AFFILIATIONS

2009 – Date	Corporate Advisory Board Directors, North Florida Retirement Village, Inc.
2009 – Date	Board of Directors, Gainesville Florida Housing Association (Registered Agent: 2015-Date)
2001 – 2005	Board of Directors, YMCA of North Central Florida (Facility Committee)
1999 – Date	Board of Directors, Florida Citizens Bank, Alachua & Marion Counties (Board Chair: 2015-Date)
1997 – 2005	Board of Directors, Girls Club of Alachua County (Outcomes Chair: 2002-2004)
1996 – 2004	Board of Directors, Hospice of North Central Florida
1990 – 2001	Board of Directors, United Gainesville Community Development Corporation (Board Chair: 1999-2001)
1992 – 1998	Board of Directors, Martin Luther King, Jr. Commission, City of Gainesville
1991 – 1999	Board of Directors, Gainesville Area Chamber of Commerce. (Vice President Marketing: 1997-1998)
1991 – 1997	Board of Directors, United Way of Alachua County (President: 1997 / Agency Relations Chair: 1994)
1991 – 1993	Board of Directors, Santa Fe Community College Minority Scholarship Committee
1988 – Date	Member, Black on Black Crime Task Force of Gainesville (Registered Agent: 1990-Date).

AWARDS (Partial Listing)

2006	Leadership and Service Award, YMCA of Alachua County
2004	Outstanding Leadership and Service Award, Hospice of North Central Florida
2003	Excellence in Leadership Award, Victory Temple Church
2002	Volunteer Award, Tacachale Center, Department of Children and Family Services
2001	City Commission of Gainesville Certificate of Appreciation, Blue Ribbon Ad Hoc Committee
1994 – 1999	Minority Business Enterprise Goal Achievement Awards, Office of the Governor
7/10/96	Community Person of the Day, WFEZ-FM (Magic 101.3) Radio
1994 – 1997	Outstanding Support & Service Awards, United Way of Alachua County
1992	Focus on Leadership Award, The Gainesville Sun Newspaper
1991	Ebony Appreciation Award, City of Gainesville Office of Equal Opportunity
1990	Leadership Gainesville XVII, Gainesville Area Chamber of Commerce