

# Vivian M. Lawyer

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**Objective** To provide consultant services using my decades of experience in human resource management

**Work  
experience**

2000 – 2011                      Montgomery College                      Rockville, Maryland  
**Chief Human Resources Officer**

Responsible for the management of a staff of forty-five including directors, managers, specialists and associate staff who provided excellent comprehensive human resources services in the functional areas of recruitment, employment, employee engagement, classification and compensation, HRIS reporting, records, wellness, professional development, risk management, benefits (leave programs, retirement and group health insurance) for the employees of Montgomery College who's operating budget totaled over \$260 million.

1989 - 2000                      Montgomery College                      Rockville, Maryland  
**Director of Employment and Development**

- Responsible for the classification, recruitment, hiring, and professional development functions

1975 - 1989                      Montgomery College                      Rockville, Maryland  
**Director of Affirmative Action**

- Responsible for the development and implementation of the Affirmative Action Program and compliance with related federal and state civil rights laws and regulations

1972 – 1975      Bowling Green State University                      Bowling Green, Ohio  
**Coordinator of Human Resources/Director of Equal Opportunity**

- Responsible for the development and implementation of the University's Affirmative Action Program and the development of policies and procedures related thereto

1968 – 1972      Bowling Green State University                      Bowling Green, Ohio  
**Assistant Dean of Students/Assistant to the Dean of Students**

- Responsible to the Dean of Students as a general counselor and referral agent for students with social, emotional, and academic problems; maintained and interpreted various University policies and procedures; handled student disciplinary cases; assisted in developing tutoring services and providing intensive counseling with academically insecure students

<b>Education</b>	1978 – 1981	The Catholic University of America	Washington, DC
		<b>J D</b>	
	1967 – 1968	Bowling Green State University	Bowling Green, Ohio
		<b>MEd</b>	
	1963 – 1967	Bowling Green State University	Bowling Green, Ohio
		<b>BSEd</b>	

**Professional memberships**

Center for Professional Coaching (Certified)  
 Society for Human Resource Management  
 Howard County Human Resources Society (Board member and Program Planning Committee Chair)  
 IPMA-HR (International Public Management Association for Human Resources) Certified  
 CUPA-HR (College and University Professional Association for Human Resources)  
 Maryland Bar Association  
 American Bar Association  
 Supreme Court Bar Association  
 Association for Participation and Quality  
 American Society for Training and Development  
 Greater Baltimore-Washington Chapter College and University Personnel Association

**Professional Activities**

Served on the Board of Governors for the Washington DC HR Summit – a professional development activity for HR execs by HR execs  
 Serve on the Board of Directors of National Association of College and University Business Officers (NACUBO) HR electronic newsletter

**Community activities**

- Past President, Columbia, Maryland Chapter of The Links, Inc.; currently Treasurer
- Columbia Alumnae Chapter of Delta Sigma Theta Sorority, Inc., Past Treasurer; Member of the National Housing and Properties Committee; currently First Vice President
- Columbia Chapter of Jack and Jill of America, Inc., Past President
- The Baltimore Chapter of the Coalition of 100 Black Women
- Howard County Arts Council, Past Board Member
- Family Life Center, Past Board Member

**References**

Provided upon request

**Awards received**

Montgomery County Chapter of IPMA-HR Public Service Award

Association of Black Women in Higher Education, Academic Merit Award

Three Outstanding Service Awards, Montgomery College

Jack and Jill of America, Distinguished Mother Award

**Accomplishments**

- Directed the implementation of new electronic processes for on-boarding and moved in the direction of a second generation electronic performance management program
- Created the functional concept of employee engagement as a positive means of involving employees and supervisors to be involved in the organization and within units
- Implemented a Leadership Development Institute that is now enjoying its nineteenth year of existence and which received national recognition
- Revised recruitment and hiring processes consistent with recommendations from an Ad Hoc Advisory Committee
- Worked with the Montgomery County Interagency Training Team to provide Leadership Excellence Programs
- Spearheaded the Cultural Diversity Institute and many College diversity efforts growing out of the Balancing the Curriculum Project which began with integrating women into the curriculum (the beginning of the Women's Studies program) to most recently working with the Board of Trustees to reaffirm its commitment
- Work with the Office of the President to plan many administrative staff retreats and other forms of professional development
- Served on major committees and groups such as the President's Planning Council, Middle States Self-Study Ad Hoc groups; President, Vice Presidents and Provost search committees; Budget Reduction Task Groups
- Lead two major faculty recruitment efforts resulting in hiring over 50 faculty each time
- Placed over 40 staff who were considered "low priority" and made them "high priority" for being reassigned
- Worked with 21 administrators in the initial upward feedback project titled "Leadership Assessment"

- Integrated Affirmative Action Planning into the Unit Planning process
- Completed an office of Federal Contract Compliance Program's site visit in fewer days than planned
- Created and implemented the Team Effort Award
- Trained hundreds of College faculty and staff in such areas as racism and sexism awareness, teaching techniques for faculty-student interaction, supervisory management
- Received recognition at the State level for the process used for the Title IX Self-study
- Provided leadership for several years for the Maryland Association of Affirmative Action Officers
- Attended numerous seminars, conferences and workshops to upgrade my technical skills in my fields of affirmative action and human resources and using technology
- Created and implemented new administrator orientation