

Lorlie S. Ellis, Ed.D.

PROFESSIONAL EXPERIENCE

Faculty Workload and Credentialing Specialist | **Houston Community College**

Academic Affairs November 2013- Present

- Responsible for training, monitoring, and reporting the workload of all HCC part time and full time faculty in all instructional programs across the district, insuring compliance with all Southern Association Accreditation, Texas Higher Education Coordinating Board, and institutional standards and guidelines.
- Responsible for policy development and evaluation in the areas related to faculty, curriculum and degree and certificate requirements
- Provide analysis and effective integration and use of technology in all aspects of teaching and learning along with workload data to determine discipline/program shortages. In cooperation with the HR Employment, develop a targeted faculty recruiting plan.
- Review and approve the credentials of all semester credit full- and part-time faculty, insuring compliance with all Southern Association Accreditation, Texas Higher Education Coordinating Board, and institutional standards.
- Create and maintains a cooperative working link with a wide range of business, community, state and federal agencies and organizations as well as HCC entities to develop and promote programs internally and externally.
- Responsible for implementing policies and procedures as determined by the HCC, Board of Trustees and the rules, regulations and laws of state and federal agencies as they relate to assigned area.
- Responsible for implementation of faculty workload modules in CEU, AHS, and NCR instructional programs. Troubleshoot and train departments as needed.
- Responsible for faculty and instructional initiatives such as the development of academic associate degrees, course prerequisites, course descriptions, etc.
- Works with other Dean, Division Chairs and other administrators to ensure coordination of college-wide efforts to meet workforce, instructional, and marketing goals. Serves on campus/district-wide committees.

Veteran Affairs Manager | **Houston Community College**

Student Services October 2009 – October 2013

- IT Liaison for data reporting for purposes of the Department of Veterans Affairs Certification of student enrollment and federal reporting to Veterans Administration for students seeking certificate(s) and/or degrees, GI Benefits, and Financial Aid.
- Served as principal support to the AVC for Student Services in the overall design, development, planning and coordination of new and existing student success initiatives in the Veteran Affairs.
- Provided guidance to students with the interpretation of policies and procedures to meet educational and career goals and objectives as it relates to GI Benefits and Financial Aid through graduation.
- Performed administrative and supervisory work in planning, coordinating and directing the functions of the department related to student support services.

- Developed, implemented, managed and evaluated a large variety of diverse programs in support of student development programs of the college.
- Worked collaboratively with faculty, students, staff, governance entities, and administrative colleagues to ensure broad stakeholder input, engagement and support.
- Served as the principal advisor to the Department of VA on veterans' educational benefit issues, financial aid, reporting (attendance and grades and implemented all Departmental policies and programs designed to provide veterans' educational services; operated an effective transition assistance program for active duty, Reserve, and National Guard service members;

Human Resource Information Systems Manager | **Houston Community College**
Human Resources June 2008 – October 2009

- Subject matter expert in all matters related to HRIS data for employees, including data management, processes, reporting, compliance issues, payroll changes, information updates, tax matters, and payroll function oversight.
- Supervised (4) and managed performance evaluations, approve all time entry, leave requests, schedule changes, and time away from work for data entry employee.
- Prepared and reviewed status reports by team and modified schedules and plans as required.
- Provided a strategic and operational focus on HR systems by initiating and supporting process improvement and efficiency of HR operations.
- Prepared and participated in the preparation of staff development plans for each member of the team. Assessed the skills and skill levels necessary to achieve work objectives.
- Assisted in budget preparation for the HRIS Department and deployment of the HRIS Department budgets.
- Created and generated HRIS queries and reports in PeopleSoft Access and other IT applications for the Human Resources Department to troubleshoot, analyze, detect, identify and correct technical problems and deficiencies.
- Responsible for tracking HR data and metrics; and managing the compensation program, to include analyzing for competitiveness with market rates and compliance with governmental regulations.
- Coordinated with IT system enhancements and customizations as well as tests for Quality Assurance and developed appropriate test cases for validation testing on required HR modifications.
- Evaluated business processes and recommended improvements with data support in order to maximize the use of HRIS resources and applications.

Part-Time Campus Manager | **Houston Community College**
College Operations January 2009 – January 2011

- Supervised (4) and evaluated Campus staff, according to established college policies and procedures.
- Responsible for the overall campus environment and provide support for instructional and student services programs, business office and facility operations.
- Assisted the College Operations Officer in the preparation of the departmental budget.
- Responsible for the overall cleanliness of campus facilities and grounds, to make it conducive to the learning environment. Large site, more than 75,000 sq. ft. owned and more complex environment.
- Demonstrated leadership in campus operations and student services administration using quality improvement principles and teams.

- Maintained details of day-to-day operations, and building supervision, including coordinating and maintaining site utilization, space availability, facilities inventory, and room allocation; oversee the assignment of offices to faculty.
- Responsible for the allocation of the facility equipment, technology, and supplies, including maintenance, repair, storage, inventory, disposal, etc.; execute all Center- related purchase orders and documents necessary for expenditures.

TEACHING EXPERIENCE

Adjunct Faculty-Introduction to Business | **Houston Community College**
Spring 2010

Adjunct Faculty-Human Resource Management | **Houston Community College**
Fall 2012

Adjunct Faculty-Small Business Management | **Houston Community College**
Fall 2013 – Spring 2014

Adjunct Faculty-Business Computer Application | **Houston Community College**
Spring 2014 – Present

EDUCATION

Texas Southern University
Houston, TX

May 16, 2015

Doctor of Education – Educational Administration

Dissertation Title:

The Influence of Mentoring Relationships on the Career Advancement of Female Administrators at Institutions of Higher Education in the State of Texas

Texas A&M University
Commerce, TX

May 13, 2005

Master of Business Administration

Southern University A&M College
Baton Rouge, LA

May 13, 1994

Bachelor of Science – Computer Science

PROFESSIONAL ACHIEVEMENTS

- College Leadership Program Training, Houston Community College
- Distance Education Certification, Houston Community College
- National Council on Black American Affairs, Mid-Management Leadership Institute, 2009

PUBLICATION

Ellis, L., Poats, L. & Davis, R.L. (2015). The Influence of Mentoring Programs on the Career Advancement of Female Administrators at Institutions of Higher Education in the State of Texas. *Journal of the Research Association of Minority Professors.*