

Application Form

Profile

Office Use Only:

Ward 2

Which Boards would you like to apply for?

Charter Review Committee : Submitted

Ms./Mr.

Mr.

Larry
First Name

M.
Middle Initial

Burns
Last Name

[Redacted]
Home Address

Suite or Apt

Riverside
City

CA
State

[Redacted]
Postal Code

Home [Redacted]
Primary Phone

Home:
Alternate Phone

[Redacted]
Email Address

Self
Employer

Writer
Job Title

Business Address

[Redacted]

Business Phone

[Redacted]

Length of residence in City of Riverside

25 years

Are you a registered voter of the City of Riverside?

Yes No

Have you ever been convicted of a crime of moral turpitude?

Yes No

Do you have adequate time to serve?

Yes No

*Eligibility requirements per City Charter Article VIII Section 805.
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You are welcome to provide a resume and/or letters of endorsement.

Interests & Experiences

WHY YOU WANT TO SERVE ON A CITY BOARD OR COMMISSION:

To improve our government functions by removing obstacles, connecting actions back to shared values, and supporting systems that broaden perspective and increase opportunity for collaboration.

EXPERIENCE OR SPECIAL KNOWLEDGE PERTAINING TO AREA(S) OF INTEREST:

Professionally, I've led process improvement teams and several training teams over my years as an administrator in higher education. One of the last projects completed was the multi year Western Association of Schools and Colleges (WASC) accreditation visit at CSU San Bernardino in 2015. My role was to train 22 student service departments to create and track Learning Outcomes and Actions connected back to the mission and vision of the institution. Related to process and meeting management, I have decades of experience leading and participating in meetings following Robert's Rules of Order. I have meaningful and regular connections and service in the specific economic areas related to business, travel, and the arts. Since 2018, I've served as the business representative for Ward 2 on the Budget Engagement Commission. I'm familiar and comfortable with city processes and procedures, and understand how to read reports, analyze data, and make decisions using cultural context and precedence.

EDUCATIONAL BACKGROUND:

Bachelor of Arts English 2002 Master of Arts Humanities 2006

OCCUPATIONAL EXPERIENCE:

Established processes and procedures for several non profits and government entities, most recently with Inlandia Institute & CSU San Bernardino. As a writer and college instructor, I'm experienced with weighing decisions from multiple perspectives.

PROFESSIONAL OR TECHNICAL ORGANIZATION MEMBERSHIPS:

Greater Riverside Chambers of Commerce, various positions 2000 to present

CIVIC OR COMMUNITY EXPERIENCE, MEMBERSHIPS, OR PREVIOUS PUBLIC SERVICE APPOINTMENTS:

Budget Engagement Commission 2018 to present Inlandia Institute 2007 to present, Director Emeritus 2019

COMMISSION ON AGING
AIRPORT COMMISSION *
BUDGET ENGAGEMENT COMMISSION
COMMUNITY POLICE REVIEW COMMISSION
CULTURAL HERITAGE BOARD *
COMMISSION ON DISABILITIES
BOARD OF ETHICS
HUMAN RELATIONS COMMISSION
HUMAN RESOURCES BOARD
BOARD OF LIBRARY TRUSTEES *
METROPOLITAN MUSEUM BOARD
PARK AND RECREATION COMMISSION *
PLANNING COMMISSION *
BOARD OF PUBLIC UTILITIES *
TRANSPORTATION BOARD *

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Offices are incompatible if one of the offices has supervisory, auditory or removal power over the other, if there would be any significant clash of duties or loyalties between the offices, or if public policy considerations make it improper for one person to hold both offices.

Do you currently hold a position as an appointed or elected member of a governmental board, commission, committee, or other body?

Yes No

If "Yes", please state position:

Ward 2, Budget Engagement Commission, Business rep.

Members of boards and commissions are covered by Workers' Compensation insurance while serving. If appointed, completion of a LiveScan background screening is required prior to commencement of service.

Please call the City Clerk's Office at 826-5557 or visit RiversideCA.gov/city_clerk for more information. City Clerk's Office, City Hall, 3900 Main Street, 7th floor, Riverside, CA 92522

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Upload a Resume

Additional document(s)

How did you learn about the Board and Commission vacancies?

None Selected

Are you interested in being contacted by the Registrar of Voters to volunteer as a poll worker?

Yes No

EDUCATION

Mount St Mary's University

Master of Arts, Humanities, English emphasis 2006

Capstone Project: Novel, *Being Wendall* - "Living the American dream despite modernity"

Mount St Mary's University

Bachelor of Arts, English 2002

TEACHING EXPERIENCE

Riverside Community College District

Department of English & Media Communications - Associate Faculty, 12/2016-present

Local campus online and hybrid course instruction

Teach courses within the English & Media Communications Department with an emphasis on first year students.

Southern New Hampshire University

College of Online & Continuing Education, Humanities - Adjunct Faculty, 11/2017-present

Teaching humanities and publishing related coursework at the undergraduate level in a 100% online setting.

Chamberlain University

General Education - Visiting Faculty, 8/2018-present

Teaching upper division online humanities coursework to nursing students in an eight week format.

University of Phoenix

College of Humanities & Sciences - Associate Professor, 8/2008-1/2020

Online & campus instruction

Teach humanities coursework at the undergraduate level in a five week accelerated program in on-campus as well as online formats.

College of Humanities & Sciences - Full Time Professor, 2/2015-4/2016

Online & campus instruction

Teach courses supporting the Student Success Series for college freshman as part of the First Year Student Experience (FYSE). General Studies, College English, and Critical Thinking. My work prepares students for their college coursework by emphasizing researching, thinking, reading, and writing skills.

Riverside Art Museum, Children's Summer Writing Program 2017, 52 Project

Create and lead weeklong series of writing activity where students learn how to use their favorite stories to tell their own tales. Designed to engage young writers creatively and help them see their day to day lives as material for their own short story.

Using illustrations and writing samples, I led small groups of artists through a story making process designed to help them understand how to use symbols and personal history to connect with an audience.

RELEVANT LITERARY EXPERIENCE

Inlandia Institute 2007 - Present

- Founding member of the only 501c3 Literary Publishing Organization in the Inland Empire
- Served as President & CEO 2011-2013
- Support the development and delivery of creative writing workshops across Inland Southern California
- Promote authors and organization at various literary events in Riverside and San Bernardino County
- Solicit and review materials for publication under the Inlandia imprint
- Hire and manage staff and volunteers
- Represent the organization at professional functions and readings
- Support fundraising efforts, establishing the *MMW Endowment* at \$100,000 in 2015.
- Nominated for *emeritus* status in 2018.

PUBLICATIONS & EXHIBITIONS

- *Inlandia Literary Journeys*
 - o 800 word weekly column in the *Press-Enterprise*. I write as a guest columnist quarterly on the topic of writing.
- *Secret Inland Empire*
 - o *Stories about the hidden history, people, and cultural practices of communities that make up the Inland Empire*. Reedy Press, LLC, Summer 2019.

- Artist-in-Residence, Riverside Art Museum, June-July 2017
 - *Create and present workshop and exhibition: Lending Voice to Family Story*
 - *Project uses writing and illustrations to present alternative visions of family while providing instruction for attendees to create their own story.*
- *100 Things to do in Riverside, CA Before You Die*
 - Arts & Culture guide, Reedy Press, LLC, March 2017.
- *Trash Novel*
 - Short novel printed with a manual typewriter on cardboard and packing materials, considers the ramifications of sentient robots and mammals as it relates to human development.
- *Do your chores, love dad*
 - Mixed Media collage and poetry chapbook. Part of the “52 Project” installation July/August 2016, Riverside Art Museum 2016
- *Lives*
 - Poem, Silver Birch Press, 2016
- *Under a Sky so Blue*
 - Poem, Poetry Superhighway, Annual Yom HaShoah issue 2016
- *Being Wendall*
 - Fiction, novel, Mount Voices Literary Press, 2006
 - Revised and republished, Mono Patas Press, 2015
- *Your Face*
 - Poem, Mount Voices Annual Volume of Poetry 2002
- *The Chameleon Effect*
 - Non-fiction essay, Jackhammer Magazine, 2000

MEMBERSHIP & VOLUNTEER SERVICE

- Greater Riverside Chambers of Commerce 2000-Present
 - Past President. Active in redevelopment of Riverside Plaza and improvements at city gateways and railroad crossings. Riverside College & Career Fair Committee, Volunteers Chair 2005-2012. Golf Tournament Fundraiser – raise over \$40K annually, Chair 2008 to present. Business & Education Partnership Committee voting member 2009-Present.
- SLATE, Inc. 2015-2018
 - training and events to support young film makers and artists. Board member.
- Los Angeles Urban League – Workforce Investment & Development 2009-2012
 - Created and delivered series of weekly workshops on the topics of Job Search, Mock Interview Preparation, Resume Building, Networking and Personal Branding.
- Leadership San Bernardino, Class of 2006
- Leadership Riverside, Class of 2008
 - Class Project – Community Emergency Response Training (CERT)

Software and Other Skills

- Blackboard and Blackboard Ultra

- Canvas
- Turnitin
- Brightspace
- Simplicity
- Twelve Twenty

POST-SECONDARY ADMINISTRATIVE EXPERIENCE

California State University, San Bernardino - 7/2012 to 2/2015: Director, Career Center, Student Affairs

DeVry University & Keller Graduate School - 10/2009 to 6/2012: Director, Career Services

ITT Technical Institute - 2/2005 to 9/2009: Director, Career Services

ADMINISTRATIVE HIGHLIGHTS

- Over ten years of management experience in post-secondary education. Responsible for staffing, training, assessment, strategic planning, budget and operation of Career Centers across Southern California serving tens of thousands of students and alumni.
- Implemented programs to support First Year Student Experience. Created framework to support student learning outcomes throughout the four year student experience.
- Responsible for Student Affairs assessment. Serve as Student Affairs Assessment Coordinator since 2013 - responsible for successful creation and project management of 16 Student Affairs departments' assessment plans. Designed training programs to develop Outcomes based assessment across the Division of Student Affairs that aligned with campus Strategic Plan.
- Successfully prepared assessment plans and development of Institutional Learning Outcomes, Student Outcomes, and Process Outcomes as part of campus-wide working party for WASC review 2013-2014.
- Work across Academic Affairs and Student Affairs to develop collaborative programs and services designed to support student success.
- Serve as Chair overseeing successful implementation of University wide policies and procedures related to service learning and internships.
- Manage, advise, and counsel students in the areas of career and academic planning, engaging over 4000 unique students and alumni directly through Career Center activities in 2013-14.
- Oversee the delivery of events directly engaging students weekly both on and off campus.
- As part of daily job, engage deans, faculty, staff and leadership in Student Affairs programs and related outcomes. Work in partnership with Academic Affairs to design new services to address changing needs of students.
- Developed programs in partnership with Associated Students, Student Leadership, Student Union, Health Services, Enrollment, Student Conduct, and Housing that are designed to improve Student Affairs processes and student learning outcomes.

- Successfully increased grant funding and partnership programs by \$110,000 in 2014. Delivered results and new programming to successfully advocate for increases of 25% in state funding and 20% of student fee dollars for 2014-15 AY. Manage current department budget of \$930,000.
- Oversee successful implementation of Student Success Fee Initiatives @ CSUSB.
 - o Hiring and management of new resources to grow department from 3 to 10 full time employees and 15 student workers.
 - o Implemented tracking of student interactions and first destination outcomes.
 - o Improved services to students by standardizing training and creating measurable goals, outcomes and activities to formally assess student learning.
 - o Expanded services to students to include employer development, internship advising and ability to access more services through on-line resources.
- Oversee the creation and management of new internship and job placement programs at CSUSB. Developed and now administer stipend program in a successful partnership with Financial Aid, Alumni Affairs, Development, and Associated Students Inc., providing direct funding of student internships, externships and service learning at over \$150,000 annually. Implemented measures and reports to gauge student learning and increase student success in the areas of retention, completion and career readiness.

Application Form

Profile

Office Use Only:

Ward 2

Which Boards would you like to apply for?

Budget Engagement Commission: Submitted
Charter Review Committee : Submitted

Ms./Mr.

Mr.

Kevin M. Dawson
First Name Middle Initial Last Name

[Redacted] Suite or Apt

Riverside CA [Redacted]
City State Postal Code

Home: [Redacted] Home: [Redacted]
Primary Phone Alternate Phone

[Redacted]
Email Address

None
Employer Job Title

Business Address

Business Phone

Length of residence in City of Riverside

40 years

Are you a registered voter of the City of Riverside?

Yes No

Have you ever been convicted of a crime of moral turpitude?

Yes No

Do you have adequate time to serve?

Yes No

*Eligibility requirements per City Charter Article VIII Section 805.
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You are welcome to provide a resume and/or letters of endorsement.

Interests & Experiences

WHY YOU WANT TO SERVE ON A CITY BOARD OR COMMISSION:

I have long time interest in civic service.

EXPERIENCE OR SPECIAL KNOWLEDGE PERTAINING TO AREA(S) OF INTEREST:

I attended every meeting of the last City Charter Review Committee. I raised issues and proposed solutions to strengthen the Charter and protect our city. I worked with other citizens to propose and lobbied for the creation of a city auditor who would be hired by the council and answer to the council. That proposal was adopted by the Charter Committee and forwarded to the council in the final report.

EDUCATIONAL BACKGROUND:

University of California, Riverside, CA, Bachelor of Arts in History.

OCCUPATIONAL EXPERIENCE:

Restaurateur Mortgage Loan Officer Property manager

PROFESSIONAL OR TECHNICAL ORGANIZATION MEMBERSHIPS:

CIVIC OR COMMUNITY EXPERIENCE, MEMBERSHIPS, OR PREVIOUS PUBLIC SERVICE APPOINTMENTS:

Current board member Friends of Riverside's Hills Active member University Neighborhood Association
Past member County of Riverside Election Observer Panel Past member Save Our Vote (successfully lobbied for return to paper ballots) Past VP Victoria Elementary Outdoor Education

COMMISSION ON AGING
AIRPORT COMMISSION *
BUDGET ENGAGEMENT COMMISSION
COMMUNITY POLICE REVIEW COMMISSION
CULTURAL HERITAGE BOARD *
COMMISSION ON DISABILITIES
BOARD OF ETHICS
HUMAN RELATIONS COMMISSION
HUMAN RESOURCES BOARD
BOARD OF LIBRARY TRUSTEES *
METROPOLITAN MUSEUM BOARD
PARK AND RECREATION COMMISSION *
PLANNING COMMISSION *
BOARD OF PUBLIC UTILITIES *
TRANSPORTATION BOARD *

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Question applies to Budget Engagement Commission

Thank you for your interest in serving on the City's Budget Engagement Commission. These supplemental questions are mandatory and will help the City determine the appropriate appointment category (resident or business member), as well as screen for relevant experience.

Please fill out supplemental [form](#).

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Do you currently hold a position as an appointed or elected member of a governmental board, commission, committee, or other body?

Yes No

If “Yes”, please state position:

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Upload a Resume

Additional document(s)

How did you learn about the Board and Commission vacancies?

Social Media

Are you interested in being contacted by the Registrar of Voters to volunteer as a poll worker?

Yes No

Application Form

Profile

Office Use Only:

Ward 2

Which Boards would you like to apply for?

Commission on Aging: Submitted
Charter Review Committee : Submitted

Ms./Mr.

Ms.

Mary D. Welch
First Name Middle Initial Last Name

[Redacted] Suite or Apt

Riverside CA [Redacted]
City State Postal Code

Home: [Redacted] Home: [Redacted]
Primary Phone Alternate Phone

[Redacted]
Email Address

Employer Job Title

Business Address

[Redacted]

Business Phone

Length of residence in City of Riverside

44

Are you a registered voter of the City of Riverside?

Yes No

Have you ever been convicted of a crime of moral turpitude?

Yes No

Do you have adequate time to serve?

Yes No

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Interests & Experiences

WHY YOU WANT TO SERVE ON A CITY BOARD OR COMMISSION:

I have been a resident of Riverside for over 40-years and I have never served on one of the City Boards or Commissions. I would like to serve the Riverside Community on the Commission on Aging.

EXPERIENCE OR SPECIAL KNOWLEDGE PERTAINING TO AREA(S) OF INTEREST:

Retired Teacher that realizes that learning is a life-long process.

EDUCATIONAL BACKGROUND:

UC Riverside - B.A. Degree CSU San Bernardino - Teaching Credential Azusa Pacific University - Master's in Educational Administration

OCCUPATIONAL EXPERIENCE:

Teacher for 34-years

PROFESSIONAL OR TECHNICAL ORGANIZATION MEMBERSHIPS:

California Retired Teachers Association

CIVIC OR COMMUNITY EXPERIENCE, MEMBERSHIPS, OR PREVIOUS PUBLIC SERVICE APPOINTMENTS:

The Riverside Elites, National Association for the Advancement of Colored People (NAACP)

COMMISSION ON AGING
AIRPORT COMMISSION *
BUDGET ENGAGEMENT COMMISSION
COMMUNITY POLICE REVIEW COMMISSION
CULTURAL HERITAGE BOARD *
COMMISSION ON DISABILITIES
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Question applies to Commission on Aging

COMMISSION ON AGING:

Members must be at least 55 years old and not be a paid representative of an elder service.

Question applies to Commission on Aging

If you answered no to the above question, what year will you turn 55?

Question applies to Commission on Aging

Are you age 55 or older?

Yes No

Question applies to Commission on Aging

Are you a paid representative of an elder service?

Yes No

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[M. Welch_resume.pdf](#)

Upload a Resume

Additional document(s)

How did you learn about the Board and Commission vacancies?

Other

Are you interested in being contacted by the Registrar of Voters to volunteer as a poll worker?

Yes No

*Resume
Mary Welch*

Cell [REDACTED]

EDUCATION:

Azusa Pacific University
Masters of Arts Educational Administration

SB 395 CLAD Certified
San Bernardino County Superintendent of Schools

California State University San Bernardino
Ryan Secondary Teaching Credential / Social Sciences - Life

University of California Riverside
Bachelor of Arts / Sociology and Black Studies: Minor - Sports

and Games

EDUCATIONAL EXPERIENCE

*Learn4Life, Lancaster, CA
March 2014 to Present*

Student Mentor for over 100-students at the Diego Hills Charter School location. Currently, my mentoring is "off-site" for the students utilizing the telephone for talking, texting and e-mailing. Responsibilities include but are not limited to the following;

- Positive text messages to Diego Hills students
- Listening to students in regards to life issues
- Encouraging students to stay in school
- Promote high school graduation
- Work closely with the staff at Diego Hills in regards to the success of

the students

*Learn4Life, Lancaster, CA
Desert Sands Charter School - Rialto (Summer School)*

Social Sciences Summer School Teacher:

- Independent Study lessons
- Providing individualized instruction in Social Sciences
- Working directly with students, parents and staff
- Communicating with students on assignments and personal issues

Four-D College, Colton, CA

College instructor in the areas of Sociology and United States History.

- Lesson planning
- Lecturing
- Research papers
- Grading and posting grades

- Tutoring

*Rialto Unified School District
Carter and Eisenhower High Schools (2002-2012)*

My teaching experience includes but is not limited to the following:

- California Standards Based Curriculum Knowledge
- Knowledge and expertise regarding Educational Instructional

Strategies

- Engaging and effective classroom environment
- Dedicated Educational Professional

*Rialto Unified School District
Eisenhower High School
Work Experience Coordinator (1989-2002)*

Responsible for the Career Education Program and Work-based Learning that provides students a viable education coordinated with the on-the-job-training:

- Career Education Specialist
- Job Development and Placement
- Work Permit Authorizations
- Developing and instituting: College Night, Career Day and Job Fair

*Rialto Unified School District
Program Specialist (Teacher on Special Assignment) 2001-2002*

Dissemination of information, recruiting parents/community volunteers and encourages their involvement:

- Categorical Projects
- Responsible for a budget of \$600,000
- Prepare accurate reports
- Monitor project compliance
- Assist the Principal in developing, implementing Federally Funded

programs

- Testing and placement of students in appropriate level classes

PROFESSIONAL MEMBERSHIPS

National Teachers Association
California Teachers Association
Parents, Teachers' and Students Association

REFERENCES

(Attached)