

Mayor: H. Craig Petersen

TO: Logan Municipal Council  
FROM: Mayor H. Craig Petersen  
DATE: December 2, 2014  
RE: Board Appointments

At the December 2, 2014 council meeting, I will request ratification of the following new appointment and two re-appointments.

Library Board – 3 Year Term

*Timothy Ledna – New Appointment*

*Noelle Call – Re-Appointment*

*Jeanne Sullivan – Re-Appointment*

Thank you.



## Timothy Ledna

Student Affairs Professional - (435) 232-6781 [cell]  
Logan, Utah (Greater Salt Lake City Area) Higher Education

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### Timothy Ledna's Overview

Current	<b>Residence Director, Living Learning Community at Utah State University, Housing Services</b>
Past	Interim Principal Investigator, T.E.A.M. Youth Mentoring at Utah Department of Workforce Services (Safe Passages Grant) Adjunct Faculty, Religious Studies Program at Utah State University, History Department Affiliate Faculty, Humanities and Social Sciences at Regis University, College of Professional Studies <a href="#">see all</a>
Education	University of Nevada-Las Vegas University of Notre Dame Loyola University of Chicago <a href="#">see all</a>
Connections	<b>359</b> connections

### Timothy Ledna's Summary

I am a helping professional with over a decade of service in both community and educational settings. I currently work in and contribute to the student affairs field by helping college students be successful. I have interests in building educational communities, designing leadership curricula, engaging students in service-learning experiences, and researching the role of spirituality in higher education. While I am most proud of being the adoptive father of two children, I also feel honored to have been an advocate for struggling communities, at-risk college students, the poor, and other diverse populations.

### Timothy Ledna's Education

#### University of Nevada-Las Vegas

Master of Science, Counseling  
2009

#### University of Notre Dame

Master of Arts, Theology  
2006

#### Loyola University of Chicago

Bachelor of Arts, Humanities  
2002

#### Bishop Noll Institute

Diploma, College Preparation  
1998

### Timothy Ledna's Experience

#### Residence Director, Living Learning Community

##### Utah State University, Housing Services

Educational Institution, 1001-5000 employees; Higher Education industry  
July 2009 – Present (5 years 4 months) Logan, Utah

Professional staff leader for a 500 bed residence hall called the Living Learning Community (LLC). USU is a 400 acre, Land-Grant and Space-Grant institution of 25,000+ students. There are over 2,500 single student beds on campus.

- Recruited, retained, and cared for students' basic residential needs; oversaw 22% increase in my area's retention from 2013 to 2014
- Supervised 11 resident assistants, 3 peer mentors, 1 office manager, 4 receptionists, 7 sustainability student leaders, 2 AmeriCorps

- Designed and implemented the faculty mentor program for the LLC and collaborated heavily with 3 faculty mentors each year
- Managed office supply budget, \$10,000+ activities budget, and provided financial oversight to 15+ student staff 'P-Card' accounts
- Developed and directed Theme Housing for my area including complete supervision of Honors House, Leadership House, Study Intensive Suites, Interfaith House, and EcoHouse; the later three being conceived of by me and implemented during my tenure
- Organized diversity and social justice programming including annual 'Shanty Town' with 50 participants and 'Social Class Dinner' with 100+ participants, provided advisement for large scale social programming including 'Casino Night' with 500 participants, and large scale educational programming including 200 mile road trip to the Spanish Fork Hindu Temple for the Festival of Colors
- Worked as an initial professional helper for students in crisis including those suffering from depression, anxiety problems, suicide attempts, cutting, or other self-harm issues; worked with other campus departments including Counseling and Psychological Services
- Coordinated the initial Residence Life student staff selection process including over 100+ applications and reference letters each year
- Co-taught the Residence Life Leadership Class each spring semester for five years, instructing on topics such as peer-to-peer helpers

#### **Interim Principal Investigator, T.E.A.M. Youth Mentoring**

##### **Utah Department of Workforce Services (Safe Passages Grant)**

Government Agency; 1001-5000 employees; Government Administration industry  
June 2009 – May 2014 (5 years) Logan, UT

- Began in this community organization as a volunteer mentor, continued later as a formal community partner representing the Living Learning Community at Utah State University, and ended as the principle investigator (grant administrator).
- Recruited college-level volunteers from Utah State University residence halls to act as mentors for middle-school and high-school aged children, developed and assisted with training 50+ mentors each year
- Assessed the needs of 50+ at-risk youth and helped track involvement levels, persistence, and achievement of learning outcomes for these participants
- Designed and assisted in the delivery of the program and the curriculum for 10+ major activities each year including college readiness events for high school youth.° Completed grant administration responsibilities including financial reporting and auditing.

#### **Adjunct Faculty, Religious Studies Program**

##### **Utah State University, History Department**

Educational Institution; 1001-5000 employees; Higher Education industry  
August 2009 – December 2013 (4 years 5 months) Logan, Utah

Part-time instructor for courses in USU Religious Studies; this academic program is housed in the History Department

- Created unique syllabi for Intro 1010, a breath humanity course in World Religions
- Facilitated classroom discussion, assigned projects and other learning activities, evaluated student academic performance for 80+ individuals each term and reported student progress to the university registrar
- Acted as a programming coordinator for small and large scale religious studies programs including a leadership role in bringing Tibetan Monks to engage all of campus in a week-long "Sacred Sand Art" experiential learning program.
- Designed and implemented "InterFaith House", a theme housing option available to any student, and which is formally sponsored by the Religious Studies Program

#### **Affiliate Faculty, Humanities and Social Sciences**

##### **Regis University, College of Professional Studies**

Educational Institution; 1001-5000 employees; Higher Education industry  
August 2007 – July 2009 (2 years) Las Vegas, Nevada Area

Part-time instructor for undergraduate courses at a satellite campus of Regis University, College of Professional Studies, located in Las Vegas, NV. Regis's main campus is in Denver, Colorado and with satellites, has 13,000+ students enrolled

- Created four unique syllabi for individual liberal arts classes
- Facilitated classroom discussion, assigned projects and other learning activities
- Evaluated student academic performance for 30+ individuals and reported student progress to the registrar using on-line systems
- Represented Regis at large and small scale community events, college fairs, and / or graduation ceremonies

#### **Assistant Residential Life Coordinator, Dayton Complex**

##### **University of Nevada - Las Vegas, Campus Housing**

Educational Institution; 1001-5000 employees; Higher Education industry  
July 2007 – July 2009 (2 years 1 month) Las Vegas, Nevada Area

Staff member for 400 student building called Dayton Complex. UNLV is a doctoral granting Research Intensive university of approximately 28,000 students and 3,000 faculty/ staff. It is located on 332 acres and is a Minority Serving Institution.

- Supervised front desk operations including 10 Office Assistants (hourly student staff), provided continuous job performance assessments through skills testing of front desk employees, helped develop and utilize outcomes-based assessment of training
- Advised 10+ members of complex council and supervised student leaders
- Indirectly supervised 12 Resident Assistants, helped implement Educational Benchmark Services (EBI) Resident and Residential Staff assessments to measure resident and staff satisfaction, as well as provided longitudinal comparisons and external benchmarks
- Met regularly with residents for career advising, mental health counseling, or to facilitate conflict resolution, consulted on student drug and alcohol

abuse issues, and acted as a 24 / 7 on-call duty person for emergency crisis management 1 full week at a time, 3 weeks each semester

- Co-taught 2 sections each year of the Resident Assistant training class with 50+ participants
- Acted as staff advisor for Multi-cultural Assistants, planned and coordinated 'Shanty Town' program to raise awareness around the issues of homelessness and poverty
- Consulted with maintenance staff and assisted with monitoring and evaluating physical building safety issues

#### **Intern Counselor (Spring Semester)**

##### **WestCare Mental Health**

January 2009 – May 2009 (5 months) Las Vegas, Nevada Area

- Academic semester mental health services provider and intern counselor for regional mental health facility.
- Acted as a facilitator for 1 therapeutic women's group and 1 therapeutic men's group serving over 50 clients in total.
- Provided guidance to group participants in drug addiction recovery, led discussion topics, gave presentations to clients about basic living skills.
- Collaborated with Certified Drug and Alcohol counselors in conducting assessments, helped identify useful information and resources to new client members, assessed initial disclosures of drug or alcohol abuse, created treatment plans in collaboration with Licensed Counselors.
- Reported all relevant client information in record keeping databases as required by company policy or state law

#### **Psycho-Social Rehabilitation Provider**

##### **Clark County Nevada Community Agencies**

June 2007 – May 2009 (2 years) Las Vegas, Nevada Area

- Contracted rehabilitative intervention specialist (psycho-social rehabilitation provider) for emotionally distressed or behaviorally challenged youth and families
- Served several Clark County Nevada social service agencies (e.g. Compass Behavioral Health, Eagle Quest)
- Customized treatment goals with clinicians, included concrete skills training such as self-care, monitoring for safety, and anger management.
- Demonstrated basic living skills, household management, and communication / social techniques to over 25+ youth clients over a 2 year period, separately taught parenting skills and organization concepts to adults in the home.
- Made appropriate referrals into the community and designed other services for one to one support in keeping with the continuum of care model for client success and transition.

#### **Abuse Prevention Specialist**

##### **Child Assault Prevention / Rape Crisis Center**

December 2007 – November 2008 (1 year) Las Vegas, Nevada Area

- Classroom facilitator and child abuse prevention specialist for Clark County School District through a grant administered by The Rape Crisis Center, Child Assault Prevention Program.
- Gave 36+ presentations that provided basic child assault prevention skills to 1st through 5th grade classrooms.
- Collaborated with teachers and school counselors in identifying useful information to provide to at-risk children.
- Conducted 50+ one-to-one interviews during presentation 'review time' with individual children who self-identified as needing a trusted adult to talk to.
- Assessed initial disclosures of abuse and reported all suspected cases of child abuse to local authorities for additional follow-up

#### **Youth Advocate (Summer Position)**

##### **Clark County Juvenile Probation**

April 2007 – August 2007 (5 months) Las Vegas, Nevada Area

- Summer mentor advocate for at-risk clients sentenced to juvenile probation through contract work provided by Youth Advocates Inc.
- Developed intensive, supportive relationships with 4 families and their youth.
- Insured clients participated regularly in probationary expectations and attended mandatory court dates.
- Monitored behaviors while rewarding positives.
- Conducted psycho-educational sessions with juvenile sex offenders with the goal of reducing rate of client re-offending.
- Connected client families and youth to community resources and support activities.

#### **Case Manager, Next Step Housing Program**

##### **Grand Junction Housing Authority**

July 2005 – June 2007 (2 years) Grand Junction, Colorado Area

- Began in agency as a Housing Assistant (volunteer), helped manage client cases with the specialists, reviewed barriers to housing for families or disabled, assisted Family Reunification Program
- Continued in organization as Housing Advocate (part-time employment), coordinated housing efforts with clients for new Colorado State funded tenant based rental assistance program, developed effective strategies for communicating policies to clients, negotiated living arrangements for clients with landlords and property managers, acted as liaison for clients to the community and connected clients to resources available.

- Finished (full-time employment) working as Next Step Housing Program Case Manager responsible for client family home visits, creating self sufficiency plans and work goals, and all crisis intervention.

#### **ACUHO-I Intern (Spring Semester)**

##### **Mesa State College**

Educational Institution, 501-1000 employees, Higher Education industry  
January 2005 – June 2005 (6 months) Grand Junction, Colorado Area

Now Colorado Mesa University, this general baccalaureate and graduate institution with selective admission standards, offers liberal arts and sciences, professional, and technical degree programs to 10,000+ students.

- Accepted by the Association of College and University Housing Officers (ACUHO-I) internship exchange program for a one semester long field learning experience with Mesa State College, initially requested to complete office projects but soon was made a Resident Director because of supervisors who saw my professional ability, which matched their department's needs at the time
- Managed daily operations of a 200 student residence hall, supervised 1 Assistant Resident Director and 4 resident assistants
- Consistently enforced all campus policies and acted as an initial hearing officer for violations
- Coordinated in-service training for 25 residence life staff persons including 5 different sessions set over the course of spring semester
- Co-chaired the semi-formal dinner/dance for housing students and helped organize the annual spring residence hall variety show
- Advised Tolman Hall Council with 10+ regular attending resident participants per week
- Facilitated staff selection committees for spring student staff hiring process, including group process and individual interviews
- Acted as a member of the Housing and Dining Committee and chaired the Staff Development Committee

#### **Direct Care Staff Member**

##### **Center For The Homeless**

August 2003 – August 2004 (1 year 1 month) South Bend, Indiana Area

- Direct care staff member for a population of 200+ residents
- Mainly responsible for conflict resolution, in-house chore processing, and periodic supervision of (ten) team leaders
- Sometimes coordinated guest-client activities, managed maintenance requests, and/or acted as front desk coordinator
- Became a member of the Resident Advisory Committee, worked to enforce resident drug and alcohol policies, and promoted servant leadership.

#### **Assistant Residence Manager, Sacred Heart Center**

##### **University of Notre Dame**

Educational Institution, 1001-5000 employees, Higher Education industry  
August 2003 – July 2004 (1 year) South Bend, Indiana Area

Assistant residence manager for the Congregation of the Holy Cross at the University of Notre Dame; served the Sacred Heart Retreat Center as a live-in staff, responsible to permanent residents and over 200 visiting guests per semester.

- Helped with the administration of visitor registration, room assignment, grounds maintenance and building structure assessment. Acted as security advisor and 24 hr. on-call emergency intervention staff member
- Coordinated conference and meeting space set-up in 15,000 sqft. building as well as on-site amenities for guests including 200 lbs. of laundry per week

#### **Periodical and Research Associate**

##### **Cudahy Library at Loyola University Chicago**

Educational Institution, 1001-5000 employees, Higher Education industry  
August 1998 – May 2002 (3 years 10 months) Greater Chicago Area

Worked all four years of my undergraduate school career at the Elizabeth M. Cudahy Memorial Library; this is the main library of Loyola University Chicago, and houses the university's fine arts, humanities, science and social sciences collections as well as the University Archives and government document depository collections. The Cudahy physical collections comprise more than 900,000 volumes and 3,200 periodical subscriptions; online resources include hundreds of research databases, thousands of e-books, and over 35,000 journal titles.

- Answered readers' inquiries about periodicals, journals, and other bound collections
- Used library systems and specialist computer applications
- Managed student-staff, including recruitment, training and/or supervisory duties as a student manager
- Ensured that library services met the needs of particular groups of users (e.g. staff, postgraduate students, disabled students)
- Supported independent research and learning
- Assisted readers to use computer equipment, conduct literature searches etc.
- Promoted the library's resources to users
- Maintained periodicals /serials and worked to keep bound collections organized

#### **Page, Info Desk, and Internet Librarian**

##### **Hammond Public Library**

August 1997 – May 2000 (2 years 10 months) Hammond, Indiana

- Began service as a page, performed a variety of routine manual library support tasks including, sorting, shelving, stacking, retrieving a wide variety of library materials

- Maintained Library materials according to alphabetical, numerical and categorical systems
- Conducted shelf reading for accuracy and shifts and transports books and other library materials to assigned areas of the library as directed
- Assisted in keeping all areas of the library in a clean, neat, and orderly condition and public office supplies stocked
- Ended service as electronic resource librarian, conducted patron research, worked as a library instructor, and coordinated youth activities

### Timothy Ledna's Certifications

#### **Certificate of Completion in LGBTQ Campus Roadmap Training**

Paperclip Communications Pte Ltd | October 2013

#### **Certificate of Training in the Principles of Operational Excellence**

The Shingo Prize and the Jon M. Huntsman School of Business at Utah State University | August 2012

#### **National Certified Counselor**

National Board of Certified Counselors | May 2009

#### **Certified Crisis Management First Responder**

USU / Cache County Utah Community Emergency Response Team | October 2009

#### **Certified Professional Counselor Intern Eligible**

Utah Division of Professional Licensing | July 2009

#### **Licensed Resource Family (Foster Care) Provider**

Utah Department of Children and Family Services | November 2009

#### **Certificate of Completion in College Level Teaching**

University of Nevada Las Vegas | September 2008

#### **Certified Health Care Provider: Adult, Child, & Infant CPR**

American Red Cross | March 2008

#### **Certificate of Completion in Child Assault Prevention Facilitator Training**

Child Assault Prevention Program | February 2008

#### **Certificate of Training in Fire Safety**

Grand Junction Colorado Fire Department | April 2007

#### **Certificate of Training in Microsoft Office**

Park University | August 2005

#### **Certificate of Completion in Leadership Training**

Gabriel Richard Institute | January 2003

#### **Certificate of Achievement in Adult Formation**

St. Joseph College | May 2002

### Timothy Ledna's Publications

#### **"Theme Housing: Considering New Special Interest Communities in a Residence Life Program"**

Professional article for "The Angle", a quarterly publication of the Association of Intermountain Housing Officers | March 1, 2013

Authors: Timothy Ledna

#### **"Religion and Spirituality as a Diversity Issue"**

Professional Panel Presentation at Utah State University's Symposium for Inclusive Excellence | October 10, 2013

Authors: Timothy Ledna, Bonnie Glass-Coffin, Dennis Kohler

This professional panel presentation explored the experiential learning environment that faculty and staff have fostered at Utah State University to teach diversity and engage students in discussion about religion and spirituality

#### **"Programming Free Community Development"**

Professional Presentation at the Association of Intermountain Housing Officers Annual Conference | November 10, 2012

Authors: Timothy Ledna, Jame Lloyd, Tem (TJ) Sedgwick

#### **"Unconditional Creativity in Youth Behavioral Interventions"**

Professional presentation to the Northern Region's Foster / Adopt Cluster of the Utah Department of Child and Family Services | October 10, 2011

Authors: Timothy Ledna

**"Letting Go of Control: Community Standards for Residence Halls"**

Professional Presentation at the Association of Intermountain Housing Officers Annual Conference | November 13, 2010  
Authors: Timothy Ledna, Tam (T.J.) Sedgwick

**"Building the Future Through Professional, Social, and Cultural Etiquette"**

Professional Presentation at the Association of Intermountain Housing Officers Annual Conference | November 5, 2008  
Authors: Timothy Ledna

## Timothy Ledna's Honors and Awards

**Outstanding Performance Card**

Utah State University, Housing and Residence Life, Executive Director  
March 2014

**Residence Life Faculty / Staff of the Month**

The National Residence Hall Honorary of Utah State University  
February 2014  
<http://1drv.ms/1grQLt1>

**Blue Goes Green Sustainability Grant**

Utah State University, Student Sustainability Office  
December 2013

**Outstanding Performance Card**

Utah State University, Housing and Residence Life, Director of Residence Life  
October 2013

**Outstanding Performance Card**

Utah State University, Housing and Residence Life, Executive Director  
September 2013

**Diversity Program of the Month (Holi Festival of Colors Road Trip)**

The National Residence Hall Honorary of Utah State University  
March 2012

**Foster Father of the Year (Northern Utah Region)**

Utah Foster Care Foundation  
April 2011

**Advisor of the Month**

The National Residence Hall Honorary of Utah State University  
February 2010

**Certificate of Gratitude**

Student Conduct Hearing Board, University of Nevada - Las Vegas  
May 2009

**Addictions Studies Scholarship**

Las Vegas Foundation for Recovery  
October 2008

**Graduate Assistanship and Tuition Scholarship**

University of Nevada - Las Vegas  
June 2007

**Diversity Program of the Month (Shanty Town)**

The National Residence Hall Honorary of the University of Nevada - Las Vegas  
November 2007

**Regional Conference Scholarship**

Association of Intermountain Housing Officers  
November 2007

**Certificate of Recognition for Contributions to Residence Life**

Department of Housing and Residence Life, Mesa State College  
April 2005

**Full Tuition Scholarship**

University of Notre Dame  
August 2003

**National Honor Society (Graduate School)**

National Association of Secondary School Principals  
May 2003

**Tuition Scholarship**

St. Catherine Hospital Foundation, East Chicago IN  
August 1998

**Who's Who Among American High School Students**

Educational Communications Inc  
August 1997

**National Honor Society (High School)**

National Association of Secondary School Principals  
May 1998

**President's Award for Educational Excellence**

U.S. Department of Education  
May 1998

## Timothy Ledna's Organizations

**National Association of Student Personnel Administrators**

General Member  
January 2009 to December 2010

**National Board of Certified Counselors**

General Member  
August 2008 to Present

**Association of Intermountain Housing Officers**

Program Committee (Newcomers Orientation Chair)  
November 2007 to November 2012

## Timothy Ledna's Volunteer Experience &amp; Causes

**Special Events Volunteer****Cache Humane Society (Cache County Utah)**

Animal Welfare  
October 2013 – present (1 year 1 month)

**Organization Volunteer****Utah Foster Care Foundation**

Children  
July 2009 – present (5 years 4 months)

**Quality Improvement Committee Member****Utah Department of Child and Family Services**

Children  
November 2009 – present (5 years)

**Board of Directors****BEST Coalition for the Prevention of Substance Abuse**

Social Services  
March 2008 – February 2009 (1 year)

**Child Haven Volunteer****Clark County Nevada Department of Family Services**

Children  
June 2007 – May 2009 (2 years)

**Organization Volunteer****Habitat for Humanity International**

Poverty Alleviation  
April 2006 – April 2006 (1 month)

**Board Parliamentarian****Highwood Illinois Public Library**

Arts and Culture  
September 2002 – August 2003 (1 year)

**Special Events Volunteer**

**Mesa County Colorado Library**

Arts and Culture  
June 2005 – May 2007 (2 years)

**Soup Kitchen Volunteer  
Franciscan Outreach of Chicago**

Poverty Alleviation  
August 1999 – May 2002 (2 years 10 months)

**Vice President  
Amnesty International, Loyola University Chicago**

Human Rights  
January 1999 – December 1999 (1 year)

**Organization Member  
Northwest Indiana Interfaith Citizens Organization**

Civil Rights and Social Action  
August 1996 – July 1998 (2 years)

**Peer Tutor  
Bishop Noll Institute**

Education  
August 1996 – July 1998 (2 years)

**Service Club Member  
Bishop Noll Institute**

Poverty Alleviation  
August 1995 – May 1998 (2 years 10 months)

Timothy Ledna's Skills & Expertise

Conflict Resolution   Crisis Intervention   Social Services   Residence Life   Mental Health   Student Affairs   Student Development  
Teaching   Training   Higher Education Administration   Grants   Student Engagement   Volunteer Management  
Program Development   Mediation   Team Building   Community Outreach   Staff Supervision   Grant Writing   Leadership

[View All \(24\) Skills](#)

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