

Application Form

Profile

Kendra

First Name

A

Middle Initial

Mingo

Last Name

[Redacted]

Email Address

[Redacted]

Home Address

[Redacted]

Suite or Apt

[Redacted]

City

[Redacted]

State

[Redacted]

Postal Code

What Ward do you live in? *

Ward 2

[Redacted]

Primary Phone

[Redacted]

Alternate Phone

Willamette University

Employer

Director of Faculty Research and Resources

Job Title

Sponsored Research Administrator

Occupation

Which Boards would you like to apply for?

Citizen Budget Committee: Submitted

Which of the following City of Salem Board or Commission meetings have you attended? *

Salem Public Library Advisory Board

Interests & Experiences

What do you feel you can contribute as a board or commission member?

As a university research administrator at Willamette University, I have twelve years of experience overseeing budgets from federal sources, as well as eighteen years translating complex technical topics for the general public, first as a community outreach and education specialist and most recently as a grant writer. I think both of these skills will be useful to the City of Salem's Citizen Budget Committee.

Upload a Resume

What prompted your interest in applying to serve as a board or commission member?

I'm interested in gaining experience with larger organizational and city budgets.

Please explain how your education, professional, personal, or volunteer experience and knowledge qualify you to serve on the board(s) or commission(s) for which you are applying.

As an university research administrator, my job responsibilities include monitoring grant expenditures, ensuring that grant expenditures are within budget, monies are charged correctly, and that the general ledger accurately reflects grant projects and budget justifications. I liaise with my financial operations and accounting offices on grant related accounting issues on my campus and I assist faculty to prepare and submit grant financial reports. I also assist our Vice President for Financial Operations to summarize Willamette's research and development expenditures for the National Science Foundation's Higher Education R&D Survey. Although I'm responsible for far smaller budgets than the City of Salem's \$500 million budget, through my work and experience at Willamette University, I'm familiar with fiscal and accounting structures and reports.

List any experience you have with volunteering for the City of Salem or other organizations.

Volunteer Experience: From 2012-2016 I served as an appointed member of the Salem Public Library Advisory Board, where I assisted the Salem Public Library Administrator in her efforts to engage the City of Salem, the Salem City Council, and Salem Mayor in Public Library services. I have also previously served as board member and grant writer to the Straub Environmental Center in Salem, OR (2009-2011).

Briefly explain any experience you have working with your neighborhood association or other public bodies or committees.

My home is within the Salem South Central Association of Neighbors (SCAN) and part of the Gaiety Hill Historic Neighborhood. I mainly contribute to SCAN and the Gaiety Hill Historic District by engaging, commenting, and testifying on historic design review cases in my neighborhood.

Can you commit to attending a minimum of 75 percent of scheduled meetings? (Please refer to the City's website for the meeting schedule. Failure to meet the attendance requirement may result in removal from office.)

Yes No

Please list up to three (3) references whom we could contact to learn more about your qualifications (name/email address or phone number/relationship).

(1) Carol Long, Senior Vice President for Academic & Student Affairs, Willamette University Email: clong@willamette.edu; Phone: 503-370-6623 Relationship: Supervisor (2) Dan Valles, Vice President for Finance and Treasurer, Willamette University Email: dvalles@willamette.edu; Phone: 503-370-6451 Relationship: Professional colleague (3) Jennifer Chambers, Vice President of Finance & Administration, Marylhurst University Email: jchambers@marylhurst.edu; Phone: 503-534-7027 Relationship: Former supervisor

Demographics

Some boards and commissions require membership to be racially, politically or geographically proportionate to the general public. The following information helps track our recruitment and diversity efforts.

Ethnicity

Caucasian/Non-Hispanic

Gender

Female

