

PRESERVATION PROJECT APPLICATION

The completed application form must be submitted with a cover letter signed by an authorized representative of the applicant certifying that the Allocation Guide has been read. Attach supplemental sheets coded to the appropriate questions if needed. If you need assistance, call the, SD SHPO at 605-773-3458. Applications must be completed in correct format and typed.

Project Brookings Historic Preservation Commission

Location of Project Area Brookings, South Dakota

Applicant Name and Address:

Brookings Historic Preservation Commission
520 3rd Street, Suite 140
Brookings, SD, 57006

Telephone: (605) 692-6629

Email: rmiller@cityofbrookings-sd.gov

Project Manager Name and Address:

Paul Briseno, City Manager
520 3rd Street, Suite 230
Brookings, SD 57006

Telephone: (605) 692-6281

Email: pbriseno@cityofbrookings-sd.gov

Federal Amount Requested: Basic \$ 2,000 Supplemental \$ 7,545

Project Products: Membership in local, state and national organizations, multiple open houses/public events, survey listening sessions, printing of historic brochures, attendance at local home show, historic district trolley rides, and promotion of historic preservation incentives.

PROJECT SUMMARY:

BASIC ALLOCATION REQUEST:

Open House (Preservation Month):

\$350

The Brookings Historic Preservation Commission would like to host an annual open house during Preservation Month in order to promote historic preservation in the community and better engage with the community. The costs would include room and equipment rentals and advertising.

District Tours:

\$550

The Brookings Historic Preservation Commission would like to offer public walking tours during summer community events and/or during historic preservation month to become recurring opportunities. The costs would be for advertising and supply/booth costs.

Or

The Brookings Historic Preservation Commission would like to move its walking tours to online venues. The cost would be to print cards for distribution that would direct people to the tour website.

Historic District Trolley Rides:

\$1,100

The Brookings Historic Preservation Commission would like to continue hosting trolley rides of the Central Residential Historic District. In 2024, the BHPC changed the date of the event from December to August and planned it alongside a weekly Downtown at Sundown event. BHPC would like to continue the event in 2025 and provide some more robust advertising and signage.

SUPPLEMENTAL ALLOCATION REQUEST:

Membership:

\$1,175

Membership in the following organizations:
South Dakota Historical Society - \$55
National Trust for Historic Preservation - \$250

Brookings Regional Builders Association - \$395
National Alliance of Preservation Commissions - \$100
National Main Street Network - \$375

The Brookings Historic Preservation Commission would like to add the Brookings Regional Builders Association to its memberships. Membership to the BRBA would enable the commission to make connections directly with the builders and realtors within Brookings.

Survey Public Listening Session:

\$400

The Brookings Historic Preservation Commission has been conducting a preliminary survey of an area east of Medary Avenue and adjacent to the Central Residential Historic District. The purpose of the survey is to consider the possibility of a new district or an expansion of the central district. The proposed listening session would provide a public outreach opportunity during the exploration process as well as provide supplemental information on the potential district through interactions with residents of the district.

Historic District Block Party:

\$400

The Brookings Historic Preservation Commission would like to partner with residents in the Residential and Central Historic Districts on a planning a Block Party in June 2025. After inviting the public to an onsite open house in May for preservation month, the BHPC would like to partner in this event to be held within the University Residential Historic District.

The BHPC's costs will include postcard invitations, table rental and any costs related to street closure. The BHPC will be hosting a table similar to the Homeshow with historic brochures, information on grants, tax incentives and the 11.1 application process.

Promote Incentives:

\$200

The Brookings Historic Preservation Commission would like to help promote incentive opportunities for rehab and restoration projects incurring in historic districts. The additional promotion could include advertisements, social media campaigns, flyers, handouts or mailings.

SDSU Walking Tour Brochure Printing:

\$2,700

The Brookings Historic Preservation Commission has developed the Tour of South Dakota State University's Historic Buildings. The brochures were very popular during the initial release in 2023. The BHPC would like to request funding for the printing of additional brochures.

Project Recognition:

\$150

The BHPC would like to recognize smaller preservation projects, that may not qualify for the Mayor's Awards for Historic Preservation, by sending a short, personal note to the owners of other successful projects to recognize their hard work and the importance of supporting preservation.

Home Show Workshop and Booth:

\$2,500

The Brookings Historic Preservation Commission would like to again host a booth and speaker at the 2026 Brookings Regional Builders Association Home Show. Costs include registration, advertising, equipment rental and speaker contracts.

TENTATIVE SCHEDULE. Indicate sequence of work and anticipated time required to complete each stage of the project. Please be as specific as possible.

Brochure Printing – June 2025
Block Party – June 2025
Open House – July 2025
Trolley Ride – August 2025

District Tours – Summer 2025
 Listening Session – Summer 2025
 Home Show – February 2026
 Membership Renewals – April 2026
 Promote Incentives – June 2025 – May 2026
 Project Recognition – June 2025 – May 2026

COST ESTIMATES: List major categories of work involved and the estimated cost of each, using the major budget heading cited in the Allocation Guide. **Divide into Federal/Match columns.** Federal share should be matched dollar for dollar of the total project costs. Make a separate budget for the Basic and the Supplemental Funds.

BUDGET COMPUTATION:

	Federal Basic	Federal Supplement	Match City Cash	Match City In-kind	Total Funding
Salaries/Benefits					
Commission Members - 300 hours x 27.25/hour				\$8,175	\$8,175
Project Manager - (24 hours/month)				\$12,896	\$12,896
Other Staff (12 hours)				\$1,208	\$1,208
Contractual Services					
Survey Listening Session		\$400			\$400
Promote Incentives		\$200			\$200
Open House	\$350				\$350
Block Party Partnership		\$400			\$400
Annual District Tours	\$550				\$550
SDSU Walking Tour Printing		\$2,700			\$2,700
Historic District Trolley Rides	\$1,100				\$1,100
Home Show Workshop		\$2,500			\$2,500
Project Recognition		\$150			\$150
Memberships					
SD Historical Society		\$55			\$55
National Alliance		\$100			\$100
National Trust		\$250			\$250
Main Street		\$375			\$375
Regional Builders Association		\$395			\$395
Supplies					
Office space/equipment (500/mo)				\$6,000	\$6,000
Supplies/Postage/Other			\$1,000		\$1,000
Totals					
	\$2,000	\$7,525	\$1,000	\$28,279	\$38,804

ATTACH A LIST OF MEMBERS: Provide an updated resume of members using the form provided.

Resumes of the below listed members are on file with the Community Development Department and enclosed in this application. Paula Carson, Janet Gritzner*, Janet Merriman, Diane Kosbau, Tom Thaden, Matthew Weiss*, Nathaniel Condelli, Sandra Callies, and Samuel Krueger. **Professional Members*

I certify that the information contained in this application is true and correct to the best of my knowledge, and that I am the duly authorized representative of the applicant. I have read the Allocation Guide and am familiar with all terms and conditions set forth therein. Attached are the necessary resumes of project personnel.

Dated: 3/20/2025

Paul Briseno
Project Manager's Signature

CLG Grants | Applicant Risk Assessment Questionnaire
 SD Department of Education | SD State Historical Society

CLG Name: Brookings Historic Preservation Commission

Date: March 20, 2025

<p>1. What percentage of funding would this award be in comparison to your organization's total funding?</p> <p><input checked="" type="checkbox"/> Less than 30%</p> <p><input type="checkbox"/> 30% - 60%</p> <p><input type="checkbox"/> More than 60%</p>	
<p>2. What type of accounting system will be used to manage the financial records?</p> <p><input type="checkbox"/> Manual</p> <p><input checked="" type="checkbox"/> Automated</p> <p><input type="checkbox"/> Combination of manual and automated (please explain)</p> <p><input type="checkbox"/> Our organization does not have an accounting system in place at this time (please explain)</p>	<p>Explanation: The City of Brookings uses Springbrook automated system.</p>
<p>3. Has the State awarded federal funds to your organization previously?</p> <p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Unsure</p>	<p>Explanation: The Brookings Historic Preservation Commission has received federal funds (NPS) since its formation in 1985.</p>
<p>4. Does a conflict of interest exist between your organization and the Department of Education?</p> <p><i>A conflict of interest would entail key personnel of your organization, such as the Executive Director, Finance Officer, Business Manager, Board Members, etc. and/or the granting organization, such as a state officer and/or employee having an interest in, or deriving a direct benefit from, a contract. Please see SDCL 5-18A-17.1 through 5-18A-17.6 for more information about conflict of interest.</i></p> <p><input type="checkbox"/> Yes* (please explain)</p> <p><input checked="" type="checkbox"/> No</p> <p><input type="checkbox"/> Unsure (please explain)</p> <p>*Disclosing a potential conflict of interest does not automatically render the applicant disqualified from receiving the award.</p>	<p>Explanation:</p>
<p>5. If your organization answered "yes" to the previous question, has the conflict been disclosed in writing? If so, please attach a copy of the disclosure. If your organization answered</p>	<p>Explanation: N/A</p>

<p>“no” to the previous question, please skip to question number 6.</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No (please explain)</p>	
<p>6. Does anyone within your organization currently work for the State of South Dakota or have they worked for the State within the last year?</p> <p><input type="checkbox"/> Yes (please explain)</p> <p><input checked="" type="checkbox"/> No</p>	<p>Explanation: No employees of the City of Brookings employed by the State of SD. There are members of the Brookings Historic Preservation Commission that are employees of South Dakota State University.</p>
<p>7. Does the project manager have more than three (3) years of experience in managing the scope of service required under this program?</p> <p><input checked="" type="checkbox"/> Yes (please explain)</p> <p><input type="checkbox"/> No</p>	<p>Explanation:</p>
<p>8. Does your organization’s financial and programmatic staff who will oversee this award have more than one (1) year prior experience with a federal grant award?</p> <p><input checked="" type="checkbox"/> Yes (please explain)</p> <p><input type="checkbox"/> No</p>	<p>Explanation: Project manager has 20 years of experience of managing federal/state grants.</p>
<p>9. How long has your organization been in operation?</p> <p><input type="checkbox"/> 0-2 years</p> <p><input type="checkbox"/> 3-5 years</p> <p><input type="checkbox"/> 6-9 years</p> <p><input checked="" type="checkbox"/> 10+ years</p>	<p>1985</p>
<p>10. Does your organization anticipate passing the award on to other entities?</p> <p><input type="checkbox"/> Yes (please explain)</p> <p><input checked="" type="checkbox"/> No</p>	<p>Explanation:</p>
<p>11. If your organization answered “yes” to the previous question, does a conflict of interest exist between your organization and the entity in which your organization will pass the award onto?</p> <p><input type="checkbox"/> Yes (please explain)</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Unsure (please explain)</p>	<p>Explanation: N/A</p>
<p>12. If your organization answered “yes” to the previous question, has the conflict of interest been disclosed in writing? If so, please attach a copy of the disclosure.</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No (please explain)</p>	<p>Explanation: N/A</p>

Answer questions #13 to #28 if your CLG grant request exceeds \$10,000:

<p>13. Does your organization have experience with a similar award? <input type="checkbox"/> Yes (please explain) <input type="checkbox"/> No</p>	<p>Explanation: N/A</p>
<p>15. Does your organization maintain policies which include procedures for assuring compliance with the terms of this award? <input type="checkbox"/> Yes (please explain) <input type="checkbox"/> No <input type="checkbox"/> Unsure (please explain)</p>	<p>Explanation: N/A</p>
<p>16. Does your organization have an accounting system that will allow your organization to completely and accurately track the receipt and disbursements of funds related to this award? <input type="checkbox"/> Yes (please explain) <input type="checkbox"/> No <input type="checkbox"/> Unsure (please explain)</p>	<p>Explanation: N/A</p>
<p>17. Does your organization have a system in place which can track employee time spent on multiple programs? <input type="checkbox"/> Yes (please explain) <input type="checkbox"/> No <input type="checkbox"/> Unsure (please explain)</p>	<p>Explanation: N/A</p>
<p>18. Does your organization have a procurement system or procedures in place that meet the minimum federal requirements for procurement as stated in 2 CFR §200.317 – §200.326 (see attached)? <input type="checkbox"/> Yes (please explain) <input type="checkbox"/> No <input type="checkbox"/> Unsure (please explain)</p>	<p>Explanation: N/A</p>
<p>19. Does your organization have a property management system in place that meets the minimum federal requirements for equipment management as found in 2 CFR §200.310 – §200.316 (see attached)? <input type="checkbox"/> Yes (please explain) <input type="checkbox"/> No <input type="checkbox"/> Unsure(please explain)</p>	<p>Explanation: N/A</p>
<p>20. Does your organization have an adequate system or procedures in place for tracking and evaluating in-kind match? <input type="checkbox"/> Yes (please explain) <input type="checkbox"/> No <input type="checkbox"/> Unsure (please explain) <input type="checkbox"/> Not applicable</p>	<p>Explanation: N/A</p>

<p>21. Has your organization been audited within the last 3 years?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No (please explain)</p>	<p>Explanation: N/A</p>				
<p>22. If your organization received over \$750,000 total in federal funds from all sources last year, was a single audit conducted on the entity per 2 CFR §200.501 (see attached)?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No (please explain) <i>Skip to question 24.</i></p> <p><input type="checkbox"/> Our organization did not receive over \$750,000 total in federal funds from all sources last year. <i>Skip to question 25.</i></p>	<p>Explanation: N/A</p>				
<p>23. If your organization answered “yes” to the previous question, did your organization have one or more audit finding in your last single audit regarding significant internal control deficiency?</p> <p><input type="checkbox"/> Yes (please explain)</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Unsure (please explain)</p>	<p>Explanation: N/A</p>				
<p>24. Does your organization currently have any unresolved audit issues?</p> <p><input type="checkbox"/> Yes (please explain)</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Unsure (please explain)</p> <p><input type="checkbox"/> My organization has not been audited</p>	<p>Explanation: N/A</p>				
<p>25. Does your organization intend to claim use of personal property (i.e. a vehicle, cell phone, etc.) as an expense?</p> <p><input type="checkbox"/> Yes (please explain)</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Unsure (please explain)</p>	<p>Explanation: N/A</p>				
<p>26. Please list key personnel (i.e. Executive Director, Finance Officer, Business Manager, Chief Information Officer, Board Members, etc.) who will be involved with the award and the number of years they have worked for your organization. Please attach a separate document if your organization has more than seven (7) key personnel who will be involved with the award.</p>	<table border="1"> <thead> <tr> <th data-bbox="818 1379 1117 1402">Name</th> <th data-bbox="1122 1379 1469 1402"># of Years Worked</th> </tr> </thead> <tbody> <tr> <td data-bbox="818 1409 1117 1654">i.</td> <td data-bbox="1122 1409 1469 1654"></td> </tr> </tbody> </table>	Name	# of Years Worked	i.	
Name	# of Years Worked				
i.					
<p>27. Has there been any turnover in key personnel within your organization in the last year?</p> <p><input type="checkbox"/> Yes (please explain)</p> <p><input type="checkbox"/> No</p>	<p>Explanation: N/A</p>				
<p>28. Please check all of the following circumstances that apply to your organization (explain as necessary):</p>	<p>Explanation: N/A</p>				

- A new or substantially changed system or software packages (i.e. accounting, payroll, reporting, technology, administration, etc.)
- External risks including: economic conditions, political conditions, regulatory changes, unreliable information, etc.
- Loss of license or accreditation to operate program
- New activities, products, or services
- Organization restructuring
- Inadequate system to segregate indirect from direct costs

Paul Briseno

City Manager

Applicant's Name (Please Print)

Applicant's Title

Paul Briseno

3/20/2025

Applicant's Signature

Date

**Certification Regarding
Debarment, Suspension, Ineligibility and
Voluntary Exclusion**

Lower Tier Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 43 CFR Part 12, Section 12.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211). Copies of the regulations are included in the proposal package. For further assistance in obtaining a copy of the regulations, contact the U. S. Department of the Interior, Acquisition and Assistance Division, Office of Acquisition and Property Management, 18th and C Streets, N. W., Washington, D.C. 20240.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTION ON REVERSE)

(1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such as prospective participant shall attach an explanation to this proposal.

Paul Briseno

Name and Title of Authorized Representative

Paul Briseno

Signature

3/20/2025

Date

Sandra Callies, AIA, NACARB

EDUCATION

2015 | Master of Architecture | University of Minnesota - Twin Cities

2008 | Bachelor of Arts | University of Minnesota - Twin Cities * Areas of Specialization: Architecture, Art History, Painting

SOFTWARE EXPERTISE

Revit 2018, SketchUp 2019, AutoCAD 2019, Rhino 3D, Adobe Photoshop, InDesign, Illustrator, Dreamweaver, MS Office

EXPERIENCE

2022-Present | Instructor of Architecture | South Dakota State University, Brookings, SD

2018-Present | Project Architect | Ron Wright & Associates/Architects, Seattle, WA

2014-18 | Project Developer | Koch Hazard Architects, Sioux Falls, SD

2015 | Architectural Studio Abroad with U of M Professor Blaine Brownell | Invitation by Eric Phillips and NBBJ | Shanghai, China

2013-14 | Teaching Assistant | University of Minnesota - Twin Cities **Introduction to Drawing in Architecture* *Design Fundamentals II

2013 | Teaching Workshop with Professor Andrzej Piotrowski | University of Minnesota - Twin Cities *Teaching *Introduction to Drawing in Architecture*

2011 | Personal Independent Study, Peter McGrain Artist Workshop
Bingen, WA *Areas of Study: Artistic Traditional Glass Painting and Vitri-Fusaille Technique

2010 | Gifts in Stained Glass with Artist Patricia Barkley, Panhandle Art Glass, Spearfish, SD

2008-2010 | Project Engineer | Henry Carlson Company, Sioux Falls, SD

2007 | Architectural Studio Abroad with U of M Professor Lance LaVine, Oaxaca, Mexico

2006 | Architectural Intern | Horty-Elving and Associates, Minneapolis, MN

PUBLICATIONS

2020 | South Dakota Senate Bill 157: Cutting Red Tape on Rural Building | Blueprint South Dakota

2019 | Home on the Prairie | Blueprint South Dakota

2016 | Brains Crave Natural Environments | Academy of Neuroscience for Architecture (ANFA)

CURRICULUM VITAE

NAME: Paula Penelopy Carson, PhD, RN, CHSE

TITLE: Associate Professor

ACADEMIC AND PROFESSIONAL PREPARATION

Education

Received	Institution & Location	Major	Degree
1992	University of Arizona	Clinical Nursing Research	PhD
1983	University of Minnesota	Nursing Education/ CNS	MS
1975	South Dakota State University	Nursing	BS

Professional Experience

1983 – May 21, 2021	South Dakota State University, College of Nursing, Brookings, South Dakota; Instructor → Associate Professor –
1992-1996; 1998-2020	College of Nursing, 4 th semester Coordinating Teacher.
May 2021	Granted Associate Professor Emeritus status

Undergraduate courses taught include: Complex care, Skills lab, Clinical, Simulation lab

Graduate courses taught include: Advanced Pathophysiology, Health Promotion

Certifications

2021	Certified Nurse Educator
2014; 2020	<i>Trauma Nursing Core Course</i> - Emergency Nurses Association
2020; 2016; 2010; 2000	Advanced Care Life Support, American Heart Association
2020	On-line Master Certificate, South Dakota State University
2017 - present	Certified Healthcare Simulation Educator (CHSE), Society of Simulation In Healthcare
2018-2019	CETL Fellow – South Dakota State University
2016-2017	INACSL-CAE Simulation Fellowship Dallas Cohort
2014-2015	Bryan College of Health Sciences 9 cr. Post-Graduate Simulation Certificate
2014	Drexel University, Certificate in Simulation
1980 - present	CCRN Certification - American Association of Critical-Care Nurses

PROFESSIONAL ORGANIZATION MEMBERSHIP & Service:

2021-present	National League for Nursing
2019-present	Association for Standard Patient Educators – member and Module Development committee member
2016 - present	Society of Simulation in Healthcare (SSH) member; Content Advisory Team 2020 International Meeting on Healthcare in Simulation conference planning team member
2016 - present	International Nursing Association for Clinical Simulation and Learning (INACSL) member; 2017-2018 research committee member
2016 - present	Manuscript Reviewer for <i>Clinical Simulation in Nursing</i>
1993 – present	American Nurses Association - member
1993- present	South Dakota Nurses Association – District 6 past president; secretary; past planner for several of the SDNA annual conference when held in Brookings
1980 – present	American Association of Critical-Care Nurses - member
1977 – 2019	American Association of Neuroscience Nurses - member

1975 - present
1975 – present

Sigma Theta Tau International - member
Sigma Theta Tau International Phi Chapter member – past president;
secretary and publicity editor; past lead planner for several of the Research
Day conferences

SCHOLARLY ACTIVITIES

Publications:

- Hawkins-Taylor, C. **Carson, P.**, Anderson, D. G., Carlson, A., Kerkvliet, J., Cowan, J., Gaster, S. McClure, C., Pugsley, L. (2019). Survivorship care plans: Health actions and satisfaction after use. *Oncology Nursing Forum*, 46(5), 585-594.
- Stenvig, T. E, **Carson, P. P.** Randall, R., L., & Bohn, M. (2018). Transitions of South Sudanese Refugees: Reaching for a better life. *Journal of Refugee Studies*, 31(4), 664-686.
<https://doi.org/10.1093/jrs/fev008>
- Carson, P. P.** & Harder, N. (2016). Simulation use within the classroom. *Clinical Simulation in Nursing*, 12, 429-437. <http://dx.doi.org/10.1016/>
- Farhenwald, N. L., Kerkvliet, J. L, **Carson P.**, Lammer, C., Melstad, S., Dugstad, D., & McCord, J. (2013). Evaluation of school tobacco-free policies in a northern plains state. *Journal of School Health*, 83(11), 824-831. DOI: [10.1111/josh.12100](https://doi.org/10.1111/josh.12100)
- Farhenwald, N. L., Bassett, S. D. Tschetter, L., **Carson P. P.**, White, L., & Winterboer, V. (2005). Teaching core nursing values. *Journal of Professional Nursing*, 21(1), 46-51.
DOI: [10.1016/j.profnurs.2004.11.001](https://doi.org/10.1016/j.profnurs.2004.11.001)
- Carson P. P.** (2000). Adrenal Crisis. *American Journal of Nursing*, 100(7), 49-50.
- Carson, P. P.** 1993). Investing in the comeback: Parent's experience following traumatic brain injury. *Journal of Neuroscience Nursing*, 25(3), 165-73.

Recent Presentations & Posters

- June 2020 – Horsley, L. & **Carson P.** Simulation Accreditation - Virtual Poster presentation - – INACSL Annual conference
- 9/26-27/2019 – **Carson, P.** and Horsley, L. Four Sites: One Center, Our Journal Towards Simulation Accreditation Podium Presentation Regional Simulation Conference: *Collaborate, Create, Elevate*. Health Partners, St. Paul.
- 10/2018 – **Carson, P.** Using the *Debriefing the Good Judgement Model* – Presentation to the SDSU College of Nursing College Advanced Practice Nursing faculty.
- 2/2019 – **Carson, P.** Using the *Debriefing the Good Judgement Model* – Presentation to the SDSU College of Pharmacy distance faculty as part of the 2018 CETL Fellowship.
- 8/6/2018 – **Carson P.** *Advances in Nursing and Technology* - Invited presentation to the 50th Sioux Valley School of Nursing Reunion in Sioux Falls.
- 8/2018 **Carson, P.** Using the *Debriefing the Good Judgement Model* – Presentation to the SDSU College of Nursing College of Nursing Healthcare Simulation Faculty and Staff Committee.
- 8/15/17 **Carson, P.** *Choosing the SDSU College of Nursing Debriefing Model*. Presented to SDSU College of Nursing –with Anne Buttoph.

Grants - Served as a research team member at SDSU on these grants.

- 2020-present *Assessing the impact of covid19 pandemic on nursing* – PI – Patricia DaRosa
- 2016-2019 *Survivorship care plans: Health actions and satisfaction after use* PI – Jennifer Kerkvliet
- 2015-2017 *Transitions of South Sudanese Refugees* – Thomas Stenvig PI
- 2013-2014 - *Evaluation of school tobacco-free policies in a northern plains state* – PI - Nancy Farhenwald

Nathaniel Lee Condelli

1741 8th Street, Brookings, SD, 57006 | 507.530.7272 | nlcondelli@gmail.com

Education

South Dakota State University, Brookings, SD

May 2017

Bachelor of Science in Sport, Park and Recreation Management

Minor: Event Service and Facility Administration

University of Sioux Falls, Sioux Falls, SD

May 2020

Master of Education in Adult and Higher Education Administration

Work Experience

Event Services Coordinator, SDState Student Union

Oct. 2021 – Present

- Develop the event ticketing and box office process for all campus events excluding athletic events.
- Cultivate partnerships with university facility managers for both event ticketing and event reservations.
- Served on several search committees for various NFE and CSA positions.
- Utilize Event Management Software (EMS) to create reservations for event sponsors.
- Assist with the implementation and training of utilizing EMS to pull data to the university events calendar.
- Utilize Paciolan (ticketing software) to host ticket sales for university events while also attending regular training sessions on Paciolan.
- Assist with audio and video technical support within the student union.

Residence Hall Director, SDState Housing and Residential Life

Jan. 2018 – Nov. 2021

- Lead and supervised 16 student staff members in daily operations including: facility management, community engagement, conflict resolution, and programming needs.
- Utilized technology daily including: Microsoft Office Suite, StarRez (occupancy database), Maxient (conduct database), and other student centered database type applications.
- Executed HR practices for student staff including hiring, semesterly evaluations, conduct, training, and timesheet approval.
- Reconciled an approximately \$8,000 - \$10,000 budget consisting of programming, office supplies, and hall government allocations.
- Supported student development and retention via a variety of initiatives, programs, and individual meetings.
- Served as a conduct officer for behavioral conduct violations within the residential hall.
- Created, developed, and executed student staff training for 130 student staff members as the Training Committee Chair.
- Provided academic outreach to residential students that are at risk or receiving deficiencies.
- Served on an on-call rotation that provides 24 hr service to residents and the residential facilities in case of crises, emergencies, resident conflicts, or other safety and security needs.
- Directed community development and outreach in a diverse community consisting of up to 450 students including several student-athlete teams.
- Maintained confidentiality pertaining to housing location, conduct violations, and academics.

Athletic Facility and Operation Intern, SDState Athletics**Sept. 2014 – Dec. 2017**

- Guided game day staff and volunteers in roles of traffic control, ushers, and clean-up crews.
- Served as a facility manager for track and field, soccer, volleyball, football, basketball, and wrestling events.
- Developed final draft of crisis management plan for Dana J. Dykhouse Stadium.
- Assisted in the transition to and grand opening of Dana J. Dykhouse Stadium.
- Cleaned and maintained athletic competition, practice and auxiliary facilities and insured safe and sustainable operations of those facilities.
- Executed traffic redirection and parking plan for gameday events.
- Completed set-up and maintenance of various sports equipment including wrestling mats, scoreboards, volleyball nets, portable basketball hoop systems, football goal posts, and more.

Student Manager, State Tech**Aug. 2014-May 2017**

- Set-up and operated lighting, video, and audio equipment for various events.
- Delivered live event support for SDBOR meetings, university events, and governor's day.
- Reviewed labor hours, equipment rental, and event guide sheets for customer billing.
- Assisted in the review and hiring of potential State Tech employees.
- Trained technicians to be proficient in utilizing lighting and audio equipment for live events.

Additional Experience**Co-Owner, Mosaic Wine Bar and Small Plates****March 2021 – Present**

- Developed business plan including management, marketing, and financial strategies.
- Created revenue projections and other financial materials for capital procurement.
- Completed online wine education courses through WSET.
- Served as project manager for basic renovation and construction including kitchen, bathroom, and bar construction and renovation.
- Constructed basic walls, bar, large decorative panels, and other accents and décor throughout space.
- Hold and attend meetings with business partner, other local business owners, and distributors.
- Co-lead 4-6 part time employees in daily operations.
- Support and build marketing materials including website, social media, and print materials.
- Serve as bartender for general business days and assist with hosting events ranging from birthday parties, retirements parties, bridal showers, and more.
- Research continuous improvement efforts in both efficiencies and current market trends.
- Represent Mosaic Wine Bar at various events and functions.

Campaign Manager, Brookings City Council Member Campaign Team**Jan. 2022 – April 2022**

- Assisted in coordinated marketing and outreach plan and execution.
- Co-developed the campaign website and marketing materials.
- Attended city and other local events to engage with city voters.
- Identified key target demographics and campaign strategy surrounding those demographics.
- Served as speech, forum, and campaign platform sounding board member.

Graduate Internship, SDState Athletics.**Jan. 2020 – April 2020**

- Developed a facility rental guide for Dana J. Dykhouse Stadium.
- Updated and added data into the on-campus Event Management Software database which will enable the athletic department to create automated invoices and event reports.

- Researched peer institution's clear bag policy implementation and considerations.
- Proofread and updated contact information in emergency action plans for the football stadium, basketball arena, and athletic complex.

Athletic Development Intern, SDState Athletics

May 2016 – Sept. 2016

- Communicated Jackrabbit Club Benefits and Membership levels to current and potential donors.
- Secured Jackrabbit Club Membership renewals and upgrades.
- Assisted with the planning and execution of an annual summer golf tournament.
- Processed a variety of donations via donor and ticketing software.
- Packaged donor recognition letters and promotional material for all Jackrabbit Club Members.

Orientation Leader, SDState Student Union

Feb. 2016 – Jan. 2016

- Welcomed new students to SDSU and introduced students and family to campus life.
- Assisted students in their registration to their first semester of courses.
- Served as an informational resource to students and families during the orientation process.
- Engaged with campus partners to better serve incoming transfer and freshman students.
- Assisted in the implementation of a variety of social and educational events.

SDState Student Association, Student Senator

April 2015 – April 2017

- Represented student considerations as part of the Wellness Center Expansion Committee.
- Championed continually efforts in achieving the goals outlined in the General Activity Strategic Plan including facility improvement, programmatic goals, and student service needs.
- Served on the General Activity Fee Budget Committee that worked to reconcile a multi-million-dollar budget.
- Drafted, read, and interpreted various resolution and operational documents.
- Served as a liaison between the student population and various SDSU administrative areas.

Leadership Experience

Brookings Historic Preservation Committee (2022-Present)

Professional Staff Advisory Council SDSU (2022-Present)

SDState LeadState Coach (2021-Present)

SDState Delta Chi Alumni Board of Trustees (2018-Present)

SDState Men's Club Volleyball Founder and President (2014-2016)

SDState Delta Chi variety of positions (Recruitment Chair, Alumni Relations, Risk Management, President) (2013-2017)

Professional Development Experience

Housing Facility and Operations Conference (2020)

SDState Student Affairs Assessment Academy (2020)

SDState Diversity Academy (2019)

Safe Zone Certified (2019)

Mental Health First Aid Certified, National Council for Behavioral Health (2018)

Janet Gritzner, Professor Emerita of Geography

Education:

PhD	Louisiana State University	1978	Emphasis Cultural Geography
MA	University of Maryland	1970	
BA	University of Maryland	1965	

History of Fulltime Employment at SDSU – Feb 1980 to 2014:

Member of the professional staff of SDSU's Remote Sensing Institute (RSI) (1980 -1986), subsequently restructured and renamed the Office of Remote Sensing (ORS) (1987-1999).

Held a tenure tract teaching position in the Department of Geography from October 1, 1999 to 2014.

Promoted Associate Professor – 1 July 1988

Granted Promoted Full Professor – 1 July 1996

Tenure – 1 July 2000

Appointed Graduate Faculty in 1994.

Summary of Teaching:

Since 1970 have held college/university teaching and/or research appointments in departments or divisions of Geography, Anthropology, Sociology, History, and International Studies.

Have offered courses and workshops in Geographic Information Systems (GIS) and remote sensing at SDSU, since 1981.

1980 – Workshops and short courses in remote sensing through the Remote Sensing Institute.

1986 – 19% teaching appointment in Geography

1991 – 25% teaching appointment in Geography

1993 – 50% teaching appointment in Geography

1997 – 75% teaching appointment in Geography

1999 – 100% tenure tract position in Geography

Worked closely with Head of Department, Roger Sandness in the design of SDSU graduate and undergraduate minor in Geographic Information Systems authorized by the SDBOR May 7, 1993, which became core courses in the Department's Geographic Information Sciences (GIS) undergraduate major and minor tracts.

Courses taught:

Advanced Remote Sensing;

Introduction to Geographic Information Systems (Geog (483) 472);

Data Creation and Integration in GIS (Geog (488/588) 473/573;

Vector and Raster Modeling in GIS (Geog (489/589) 474/574;

Advanced Geographic Information Systems (various topics) Geog (790) 786,

GIS Applications(various topics) (Geog 490/590) 475/575;

Seminar (Geog 490/590) (various topics in GIS and Remote Sensing); and

Geography of Africa

Workshops and Short Courses Taught

- Over 17 short courses and workshops including sole instructor for 2 week GIS course for United Nations Food and Agriculture Organization (FAO) Project managers, Rome, Italy, 1990.
- Visiting Scientist Instructor to scientists from Zimbabwe, Saudi Arabia, Senegal, Egypt, Oman, Portugal, and Assam.
- Certified PC ArcINFO Instructor.

Advisor to Graduate Students:

Major advisor to 21 Geography/Plant Science Masters/PhD Student

- Tara Montgomery
- Mary O'Neill
- Patrice Sanou
- Julie Parker
- Jane Zheng Zhang
- Jeffrey Danielson
- Darren Eddlemon
- Bruce Millett
- Pravara Thanapura – MS, PhD
- Doug Haugan
- Steve Van Arsten
- Russ Rykhus
- Pam Bartlett
- Krishna Bhattarai
- Eric Toft
- Joyce Fry

- Robert Hill
- Devendra Dahal
- John Anderson
- Stephen Howard

Administration and Management:

- Assistant Campus Administrator, USAID Mauritania Renewable Resource Management Project, 1980-83
- Assistant Campus Administrator, USAID Senegal National Plan for Land Use And Development Project, 1983-1985

Grants and Contracts:

Grants, Contracts, and Scholarly Activities: Total of over \$1 million in external grant and contract monies through SDSU.

Principal Investigator or Co-Principal Investigator of some five international grants with the total value of \$460,558 (SDSU Contracts and Grants).

- Co-Principal Investigator, United Nations Development Program. Planning Baseline Data for UNSO Mauritania Desertification Project. \$47,076. (1980-81)
- Principal Investigator. Investigation into the Applications of Remote Sensing and Informations Systems Technology for Development Planning for LDCs. Botswana Example. Title XII, Strengthening Grant. \$90,192 (1983-1985)
- Principal Investigator. Remote Sensing Applications in Firewood and Grazing Resources Research in Kgatleng District, Botswana. Title XII Strengthening Grant. \$10,122 (1985-1986).
- Principal Investigator. Agency for International Development. Gambia Cartographic Studies Project. \$298,168 (1986)
- Co-Principal Investigator. International Arid Lands Consortium and Ben Guriun University. Biomass Estimation in the Negev Desert Using Remote Sensing. \$15,000 (1994)

Principal Investigator or Co-Principal Investigator of twelve externally funded domestic grants with the total value of \$569,307 (SDSU Contracts and Grants)

- Principal Investigator. Department of Interior, U.S. Geological Survey. National Geographic Names Data Base: Phase II for South Dakota and North Dakota. \$48,899 (1984-1985)
- Co-Principal Investigator. State of South Dakota, Department of Transportation. Developing a User Needs Survey for a GIS for South Dakota State Government. \$40,000 (1989)

- Co-Principal Investigator. State of South Dakota, Department of Transportation. Developing Procedures for Conversion of Mileage Reference Marker Data to a GIS-compatible System. \$40,000. (1989)
- Co-Principal Investigator. State of South Dakota. Phase 2: GIS Design and Implementation Plan for South Dakota State Government. \$71,698 (1989-1990)
- Principal Investigator. State of South Dakota, Office of School and Public Lands. \$4,000 (1990)
- Co-Principal Investigator. State of South Dakota, Department of Environment and Natural Resources. Initiation of a Statewide GIS. \$94,636 (1991-1992)
- Co-Principal Investigator. State of South Dakota, Department of Environment and Natural Resources. Geographic Information Systems as a Tool for Developing Groundwater Management in High Risk Areas." \$105,068 (1993)
- Co-Principal Investigator. North Central Region 1996 Sustainable Agriculture Program. Agriculture Wetland Management. \$65,000 (1995-1996)
- Co-Principal Investigator. SD Department of Transportation: Converting Accident Record Data to ArcINFO Format. \$15,000 (1995)
- Co-Principal Investigator. Inventory and Analysis of Stream Flow Classification. United States Geological Survey. July 2003. \$50,000 (2003)
- Principal Investigator. Geocoding Services for the South Dakota Breast and Cervical Cancer Control Program. 2009 \$8,803 Renewed for 2010 at same level. Renewed in 2011 at \$4500, for years 2012 to 2018 at \$4950.

Over some 20 internal grants including;

- Principal Investigator. Fixing the National Map: Geographic Analysis of Stream Naming in the Coterminous United States. South Dakota State University Research Support Fund. 2010. \$4,500

Scholarly and Creative Activity;

Author of 2 Books, author or contributing author of some 25 published articles, 9 major reports, and author or co-author of an estimated 70 paper and poster presentations.

Example Publications and Papers.

- New Technologies for Delineating Wetland Boundaries in the Prairie Pothole Region, *Proceedings, International Soil and Water Conference*, Prague. 2001.
- Native-American Camas Production and Trade in the Pacific Northwest and Northern Rocky Mountains. *Journal of Cultural Geography*. Spring 1995
- Books - *Jamaica* ; *Senegal*; – Modern World Series – Chelsea House. 2003 and 2004

- Modeling Surface-Flow Characteristics in Glaciated Landscapes of North American in *Proceedings of IGARSS 2009*
- Deriving Measures and Profiles of Wetland Feature From LIDAR LAS Datasets. *Papers in Applied Geography*. 2013.
- Determinants of Perennial Stream Flow: Concepts, Definitions, and Models Annual Meeting of the Association of American Geographers, 2005
- Identifying Wetland Depressions in Bare-ground LIDAR for the Hydrologic Modeling in the *Proceedings of the Twenty Sixth Annual ESRI International User Conference*. 2006
- Wetlands at Risk on Shallow Aquifers in Eastern South Dakota *Proceedings of GIS/LIS '93 Annual Conference*. 1993.
- Invited presentation to the Beaufort Foundation, Beaufort, SC.. Shellcrete on the Texas Gulf Coast: Adoption of 19th century Tabby and Tabby Variants in Texas. 2013
- *Medium and Long-Term Program for Sand Fixation in Mauritania. Phase 1 – Analysis of the Nature and Extend of Sand Movement and Development of an Approach to Stabilization*. For the United Nations Sudano-Sahelian Office, UNDP. 1981
- Distributions of Tabby in the Southern United States: A Geographical Perspective in *Conservation and Preservation of Tabby: [Proceedings of] A Symposium on Historic Material in the Coastal Southeast*. Jekyll Island, GA. 1998.

Service to the State.

Meritorious Achievement Award from Association of South Dakota Geographers and Planners

Assistant Director of the South Dakota Geographic Alliance – Technology Applications

Service to the Department

Served on a number of departmental head/faculty search committees.

Administrator of GIS Instructional and Research Laboratory

Coordinator and technical contact for ESRI ArcGIS software and ERDAS Imagine products and Licenses.

Served as member of Graduate committee for numerous Geography MS graduates.

Service to South Dakota State University.

- Served as Self-Study Coordinator for the SDSU 1999-2000 Self Study in preparation for the 2000 North Central Association comprehensive evaluation site visit for NCA accreditation. Spent 25% time of the years of 1997-2000 including the summers of 1998

and 1999 as Administrative Associate to the Provost and Vice President for Academic Affairs, Self-Study Director.

- Member of the University Promotion and Tenure Committee 2006-2009;
- Member of Arts and Sciences Promotion and Tenure Committee 2011-present;
- Member of Advisory Committee to Interim Dean of Arts and Sciences, 2012-2013.
- Administrative Associate for International Programs, Office of International Programs, 1988.
- Arts and Sciences representative to CITE Advisory Committee, 1987-1988.

Other University Service:

- Chair, Subcommittee for Database Management and GIS, Northern Great Plains Biological Experiment Station, 1994-1995
- Member, Distant Learning Task Force, Technology Sub-Committee, Fall 1995
- Member of Advisory committee for Northern Great Plains Biological Experiment Station, 1994-1995
- Secretary/Treasurer. Sigma Xi, SDSU Chapter, 1995-1998
- President, Pi Gamma Mu, SDSU Chapter, 1992-1993
- Chair, Latin American Studies Committee, 1981-1986; Secretary, 1985-1987

Service to the Profession

Service to Association of American Geographers (AAG) includes:

- AAG Nominations Committee [by national election], 1987–1988;
- Program Committee, Annual Meeting of AAG, 1983;
- Board of Directors of Native American Interest Group, 1982;
- Board of Directors, Cultural Geography Specialty Group, 1993-1995;
- Secretary/Treasurer of the Rocky Mountain/Great Plains Division of the AAG, 1986-1989.
- Co-editor, Newsletter, Rocky Mountain/Great Plains Division of the AAG, 1980 with Charles F. Gritzner

Also served on the Board of Directors of The Society of North American Cultural Survey, 1985-1986.

Service to the Community at Large:

- Member of the City of Brookings Historic Preservation Commission – 2009-present
- Presentations during the years at area schools, service clubs on GIS and African experiences



SAMUEL KRUEGER

M. ARCH

PROFILE

My work experience within construction has given me hands-on opportunities to understand building techniques and material selection. As a project manager and project foreman I am proficient with estimating costs, sourcing materials, and scheduling.

My creative interests are at the core of why I love architecture. To promote quality of life in all that I design and build is what brings me joy. As an aspiring professional within the field of architecture I am passionate about the work I do in my home state of SD and look forward to any and all opportunities to invest into the Brookings community, South Dakota State University and the surrounding areas.

CONTACT

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(605) 691-2550

EMAIL:
Samuel.t.krueger@gmail.com

ADDRESS:
**48420 SD Hwy 13
Elkton, SD 57026**

HOBBIES

Sailing
Wood Working
Gardening
Writing
Art

EDUCATION

South Dakota State University – Master of Architecture
Dec. 2022

South Dakota State University – Bachelor of Science
May 2017

Cum Laude, emphasis in Painting, with certificates in Ceramics, and Art History
Minor in Military Science

WORK EXPERIENCE

Working Hands Carpentry - Manager / Project Foreman

2019 – Present

Manage new construction, commercial and residential remodeling. Plan and design interior environments. Install cabinets, doors, windows, flooring, and trim. Prepare site plans for land development, building and installing proposed land features. Estimate costs for materials and labor.

SD Army National Guard - Combat Engineer Officer, Transportation Specialist

May 2018 – Present

12A Combat Engineer Officer, 88M Motor Transport Operator, SDNG 1742 Transportation Company, Flandreau SD.

SDSU School of Design - Teaching Assistantship

January 2018 – May 2019

Teach design fundamentals and color theory to undergraduate college students within the school of design. Carry out project instructions prepared by the instructor. Develop and lead class projects by physical demonstrations and verbal instruction. Demonstrate a positive attitude that fosters learning and motivates students to succeed.

SDSU Imaging Center - Printing Technician

August 2016 – May 2019

Responsible for assisting customers print from various printers including large format printers and laser cutters, using Adobe creative cloud.

SDSU Facilities and Services - Carpenter

May 2016 – August 2016

Demolition and construction on SDSU campus buildings, install drop ceilings, windows, doors, and constructing interior walls with metal studs, and drywall.

VOLUNTEER EXPERIENCE

City of Brookings Historic Preservation Commission - Board Member

Jan. 2022-Present

City of Brookings Sustainability Council - Board Member

October 2021 – Present

Interlake's Community Action Program – Construction Volunteer

October 2020 – September 2021

Janet E. Merriman, P.E.

Lecturer, Construction Management, South Dakota State University

Education

M.Eng., Civil Engineering with Geotechnical Engineering emphasis, The Pennsylvania State University, 2000.

B.S., Ocean Engineering with merit, United States Naval Academy, 1992.

Academic experience

South Dakota State University, Lecturer, Construction Management, 2019-present, Instructor, Construction Management, 2012-present, full time.

Current teaching responsibilities include Construction Management Capstone, Construction Project Management, Heavy and Highway Construction Methods and Systems, Construction Soil Mechanics, and Introduction to Management Data Tools & Analysis. Past teaching responsibilities include Construction Planning and Scheduling, and Construction Methods and Materials

The Civil Engineer Officer School (U.S. Navy, ACE accredited), Executive Officer, Course Director and Instructor, 2007-2008, Course Director and Instructor, 2006-2007, full time.

Non-academic experience

United States Navy, Civil Engineer Corps Officer, Retired as Commander (O-5), Federal construction and facilities planning and management from entry to executive levels with additional experience in teaching, curriculum development, and school operations, 1992-2012, full time.

Specific tours related to construction and facilities planning and management include: Naval Station Great Lakes and Naval Facilities Engineering Command Midwest, Public Works Officer & Base Realignment and Closure (BRAC) Officer, Provided oversight for over \$250M annually in engineering, construction and facilities services on a base that included a national register historic district comprised of 43 contributing buildings and 14 contributing structures dating from the 1900's. Delivered approximately 30 contracts serving 130 buildings on 1800 acres of land, constituting a plant value of \$2.2B, 2003-2006, full time.

United States Special Operations Command Headquarters, Staff Civil Engineer, Planned military construction projects totaling \$850M, supported Theater Special Operations Commanders worldwide to resolve engineering issues; supported operations and inspections. 2001-2003, full time.

Naval Mobile Construction Battalion ONE THIRTY THREE (Seabees), Maintenance Company Commander and Training Officer, Supervised 90 specialized personnel in construction projects and maintenance for unit occupied facilities; planned military and combat skills training and construction skills training for 550 personnel, 1996-1997, full time.

Resident Officer in Charge of Construction Office Barksdale Air Force Base, Assistant Resident Officer in Charge of Construction, Provided oversight of 17 construction projects totaling \$46M, including airfield pavement and fuel systems, flight simulator facilities, underground storage tanks, weapons storage facility and electrical distribution system, 1993-1995, full time.

Certifications or professional registrations

Professional Engineer State of Mississippi, January 1999-present.

Professional Engineer State of South Dakota, May 2013-present.

Contracting Officer, U.S. Navy, 1994-1995 and 2004-2006.

Current membership in professional organizations

South Dakota Professional Engineering Society (affiliate of the National Society of Professional Engineers), 2017-present

Construction Management Association of America, 2015-present.

American Society for Engineering Education 2012-present.

American Society of Civil Engineers, 2012-present.

Society of American Military Engineers, 1992-present.

Service activities

ABET Accreditation Analyst, Construction Management Program, South Dakota State University, January 2016-present

South Dakota Department of Transportation-Associated General Contractors of South Dakota Heavy Highway Utilities Chapter, Workshops on Scheduling for SDDOT Projects, Spring 2015 and Spring 2016.

Member, Brookings Historical Preservation Commission (BHPC), 2014-present.

BHPC Chairperson 2019-2020; BHPC Education Subcommittee 2014-2018 and 2021-present.

Faculty Advisor, Pi IV Chapter of Sigma Lambda Chi, SDSU, 2013-present.

Judge, BEST Robotics Competition, SDSU, Annually 2012-present.

Recent professional development activities

South Dakota Engineering Society Virtual Professional Development Conference, Online, September 10-11, 2021, 8 hours.

Thomas R. Thaden

819 8th St S, Apt 5
Brookings, SD 57006
(605) 677-9256
thomas.r.thaden@gmail.com

PROFESSIONAL SUMMARY

- Education and customer relations background
- Skilled and proficient in researching and writing articles
- Involved in a wide range of community activities and organizations
- Project oriented, sticking to a task until it is completed.
- Excellent teacher/trainer; patient and effective when working with others

WORK EXPERIENCE

Customer Relations Specialist, Capital Card Services. Brookings, SD. (August 2018-Present)

While taking inbound calls, identifying and satisfying customer needs for credit card products and services. Assisting customer with general questions about their accounts. Placing orders for replacement cards, taking payments, and inputting data in relation to the calls

Senior Accounts Specialist, Citibank South Dakota. Sioux Falls, SD. (April, 2013-May, 2018)

While taking inbound calls, identifying and satisfying customer needs for credit card products and services. Assisting customer with general questions about their accounts. Preventing customers from canceling their accounts. Placing orders for replacement cards and inputting data in relation to the calls

Sales/Customer Relations Representative, Stream Global Services, Vermillion, SD. (Sept. 2002 –Oct. 2012)

While taking inbound calls, identifying and satisfying customer needs for wireless products and services. Placing orders for equipment and inputting data in relation to the calls. Assisting customers with general questions about their account

Historical Consultant, Vermillion Sesquicentennial Committee. Vermillion, SD. (2006-09)

Developing an outline and researching information, pictures, postcards, and other resources for Vermillion's Sesquicentennial book and projects. Developing captions for all selected photos, brief introductions for each chapter, and table of contents, bibliography, and acknowledgements for book. Communicating with committee members throughout the project. Promoting the sales of the book.

EDUCATION

Master of Science, South Dakota State University, Brookings, SD – May, 1998

Major : Geography GPA : 3.76

Bachelor of Science, University of South Dakota, Vermillion, SD – May, 1994

Major : History Minors : Secondary Ed., Social Sciences GPA : 3.43

PUBLICATIONS

- *From the River Valleys to the Rising Bluff – A Pictorial History of Vermillion, SD, 1859-2009* – 2009
- *Tour of Vermillion's Downtown Historic District* – 2009
- *Tour of the University of South Dakota's Historic Buildings* – 2010
- *The Political Geography of South Dakota's Capital Controversies* – 1998

COMMUNITY INVOLVEMENT

- Vermillion Lion's Club – Tail Twister (keeps meetings lively and fun for all)
- Brookings Lion's Club
- Clay County Historical Society – President
- Clay County Historic Preservation Commission – Treasurer
- W.H. Over Museum – Curator of Pictures and Documents, Board Member (2007-2013)

MATTHEW WEISS

415 21st Ave, Brookings, SD 57006 · C: (605) 691-1611
matthew@designarcgroup.com; weissmatthew10@gmail.com

EXPERIENCE

JUNE 2014 – PRESENT

ARCHITECT, DESIGNARC GROUP, LLC

- Licensed architect in State of South Dakota
- NCARB Registration No. 14101
- Project Manager, primarily private industry work in general commercial sector.
- Designated Revit Captain

EDUCATION

MAY 2014

MASTER OF ARCHITECTURE, NORTH DAKOTA STATE UNIVERSITY

- Cumulative GPA: 3.45
- Drum Major and Band President, NDSU Gold Star Marching Band (season 2013-2014)
- Vice President, Tau Beta Sigma, Alpha Theta chapter, Honorary Band Sorority (2013-2014)

MAY 2013

BACHELOR OF ENVIRONMENTAL DESIGN, NORTH DAKOTA STATE UNIVERSITY

- Cumulative GPA: 3.58; Cum Laude
- Also involved in NDSU Gold Star Marching Band, Trumpet Section Leader 2013

MAY 2009

DETROIT LAKES HIGH SCHOOL, DETROIT LAKES, MN

- AP Scholar with Distinction
- Cumulative GPA: 3.988
- Senior GPA: 4.20
- Class Rank: 21 of 212
- Swim and CC Running Captains (2008-2009)

PROFESSIONAL AFFILIATIONS

- BROOKINGS HISTORIC PRESERVATION COMMISSION (July 2020 – Present)
- BROOKINGS COMMITTEE FOR PEOPLE WHO HAVE DISABILITIES (May 2020 – Present)
- BROOKINGS DEDIF DESIGN COMMITTEE (March 2020 – Present)