

Gainesville Cultural Affairs Board

Applicant Package - Member

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Term:20 Oct 2022 - 30 Sep 2025

Positions Available: 2

Number of applicants in this package: 1

- Kilroy, Nora

Name :Kilroy, Nora

Address :6030 NW 53rd Terrace, Gainesville, FL, 32653

Email :nlkilroy@ufl.edu

Board Name :Gainesville Cultural Affairs Board

In what city district do you live? :

I do not live in Gainesville

Employer :

University of Florida

Phone Number :

352-284-6708

Occupation :

Director of Off Campus Life

Why are you interested in serving on this board? (Please answer separately for each board you are applying to.) :

I have served on another City of Gainesville board and genuinely enjoyed the opportunity to learn and grow from this experience. Most importantly I appreciated seeing the efforts of the board having a positive impact on the City of Gainesville. The Cultural Affairs board is important to me because I think arts and culture is the heart of Gainesville and supporting these efforts helps to have a positive impact not just on our citizens but local businesses and our cultural community. I admire the City of Gainesville for their wide variety of cultural opportunities including museums, events, natural resources, and businesses. The opportunity to support the city and our cultural efforts is essential and important to me and I look forward to help to shape the future of culture in Gainesville.

Please note, I live in Gainesville just outside the city limits. There was not an option to choose in the above drop down menu.

How many terms have you served on this board previously? :

None

Disclaimer:

Under Florida law, all information, including e-mail, written letters, documents and phone messages, sent to the Gainesville City Commission are subject to Public Records law. This includes the sender's e-mail address, home address or phone number if shown in the message, the content of the message and any associated attachments to the mail.

Do you claim any exemption to public record disclosure pursuant to FLA. STAT. Section 119? :

No

If yes, it is required that you submit a detailed explanation of exemption. :

No, I do not.

Have you been removed from any advisory board for attendance, behaviour or another reason? :

No

Disclaimer:

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.

Optional: Gender :

Female

Optional: Ethnicity :

Caucasian/Non-Hispanic

Are you a City of Gainesville Employee? :

No

Are you a City of Gainesville Intern? :

No

Are you currently on a City Advisory Board/Committee? :

No

Some of the boards and committees appointed by the City Commission are required to comply with Chapter 112, Florida Statutes, the Financial Disclosure Law. If applicable, would you be willing to file the required financial statement? :

Yes

Do you affirm that your personal and business (if applicable) affairs within the City of Gainesville and Alachua County are in substantial compliance with all city and county regulatory and taxing authorities rules and regulations? * :

Yes

Do you agree with the following statement? Appointees to advisory board/committees are required to attend scheduled meetings as specified in the "Advisory Board Handbook." * :

Yes

Do you agree with the following statement? I understand that this completed application is the property of the City of Gainesville, is subject to public record requests and I hereby certify that the statements made on this application are true and correct. :

Yes

Time of Submission :01/13/23 10:40:08 AM

Attachments:

- Kilroy - resume 2023.pdf



Education

BA | English & Secondary Education | Mercer University | Macon, Georgia

M.Ed. | College Student Personnel/Counseling | University of Southern Mississippi | Hattiesburg, Mississippi

Professional Experience

Division of Student Life | University of Florida

Director of Off Campus Life

June 2004-Present

Program Development and Supervision

- Develop resources and services to assist the over 50,000 UF students living off-campus to educate them on their rights and responsibilities as community members
- Develop mission and strategic priorities for the Off Campus Life office
- Provide educational programming for all University of Florida students
- Partner with Center for New Student, Parent & Family Engagement (orientation) to provide educational presentations at Preview (new student orientation) for first-year, transfer, and PaCE (online) students living off-campus, parents, and their family members
- Supervise full-time Coordinator, one part-time Graduate Assistant, and one OPS student staff member
- Temporary supervision UF Housing Training & Development full-time Coordinator July 2019-July 2021
- Temporary supervision UF Housing full-time Administrative Specialist for Housing Operations July 2019-December 2020
- Advise Off Campus Life's sponsored student organization, the Off Campus Ambassadors 2005-2021

Mediation, Counseling, and Teaching

- Provide mediation for student, roommate, and community member concerns
- Provide support, mediation and referrals for students facing concerns with landlord and apartment management
- Provide referrals for students in crisis to various UF offices including Student Legal Services, Housing, Care office, Dean of Students, Counseling & Wellness Center, GatorWell, Career Connections Center, Field & Fork Food Pantry, and Student Financial Aid and Scholarships
- Provide daily counseling impacting students both academically and personally
- Serve as an instructor for SLS 1102 (Enhancing the Freshman Experience), First Year Florida, a course to help first year students transition to university life: Spring 2005, Fall 2005, Summer 2006, Fall 2006, Fall 2007, Spring 2009, Spring 2010, Fall 2013, Fall 2017, Fall 2021
- Provide educational programs and presentations for students considering living off-campus including the responsibilities of living off-campus, steps to find appropriate housing, and responsibilities while living in the Gainesville community
- Provide educational programming on various topics that impact off-campus students including off-campus housing search, budgeting, roommate communication, safety and crime prevention, buying local, Gainesville entertainment, and Off Campus Life office resources and services overview
- Created Conflict Resolution Training for Apartment Managers and Greek House Parents, Fall 2012, Fall 2013 and Spring 2014

Assessment & Strategic Planning

- Create and conduct various assessments, surveys and focus groups to gauge student involvement and learning outcomes
- Create intake survey to track questions and gauge needs of constituents utilizing the Off Campus Life office for support
- Utilize assessment feedback to gauge program and resource development and strategic goals
- Complete CAS (Council for the Advancement of Standards in Higher Education) (Post-Traditional and Commuter Student Programs and Services) assessment 2017-2018 and 2021-2022
- Complete CAS internal review 2017-2018 and 2021-2022
- Create strategic plan action items for the Off Campus Life office within the [Division of Student Life five-year strategic plan](#), 2022-2026
- Provide leadership and vision for the development of a five-year plan for the Off Campus Life office

Community Relations

- Created the Rental Welcome a collaborative educational program that provides proactive education for students living in rental properties adjacent to the UF campus on several topics including safety, city codes, state statues, waste management and community relations
- Established positive and collaborative working relationships with Gainesville Police Department, Code Enforcement, Solid Waste, RTS Bus, Gainesville Regional Utilities, City of Gainesville Commission, City Manager, and the City Attorney
- Established positive working relationships with various Academic and Student Affairs Departments to help facilitate the use of resources and services through Off Campus Life
- Attend and present at annual neighborhood association meetings to discuss resources and services provided by Off Campus Life and the University of Florida
- Participated in the City of Gainesville Chamber of Commerce, Leadership Gainesville Class of 35, 2010
- Board member and Chair of the City of Gainesville Student Community Relations Advisory Board, 2007-2021

Marketing & Social Media

- Create office brand that attracts students to utilize resources and services
- Create a marketing plan that incorporates existing resources and social media
- Provide development of new accessible website and complete daily maintenance of website content
- Created and annually update an annual publication, [Gator Guide to Off Campus Life](#), which provides information for students living off-campus
- Maintain an Off Campus Life email listserv utilized to notify off-campus students in an emergency and provide educational information to off-campus students
- Created a monthly e-newsletter for UF students living off-campus to assist students with transition to living in community and connection to UF
- Maintain a database of contact information for City of Gainesville apartment managers
- Created a monthly e-newsletter for apartment management in the City of Gainesville to increase awareness of UF resources and important information that impacts students living off-campus
- Select promotional items to assist in educating students and promoting knowledge of Off Campus Life resources
- Manage content and campaigns for various social networking sites including Facebook, Twitter, YouTube, Instagram, Pinterest and Constant Contact
- Supervise student employee that assists with social media content management

Crisis Response

- Serve as emergency on call university representative responding to crisis situations providing updates to UF Dean of Students, Care Office and Vice President of Student Life, June 2004-April 2009 & June 2020-current
- Provide ongoing support to students in crisis
- Provide information and answer questions on medical and academic withdrawal process
- Assist faculty with concerns about students in crisis and help them to find additional resources
- Advise students that withdrew from the university for medical, personal, and academic reasons
- Assist with emergency crisis response for student living off-campus
- Serve on the UF Emergency Management Building Emergency Coordinators Team, 2015-current
- Serve on the UF protest team aiding students with peaceful protesting, 2015-current
- Serve as an essential emergency staff person at the University of Florida for the Off Campus Life office

Budget Development, Management and Fundraising

- Manage annual staffing budget of \$240,000
- Fundraise annually \$45,000 to support the operational and programming functions of Off Campus Life
- Provide vision and oversight of an annual operational budget of \$65,000 including budget planning, spending, management, and reporting
- Promote and sell advertising in annual publication, The Gator Guide to Off Campus Life
- Partner with Off Campus Partners to provide a web based off-campus housing search for UF students and receive revenue share as part of this partnership¹
- Fundraised a total of \$874, 891.19 between 2005-2022

Department of Housing and Residence Life | University of Florida

Residence Director

June 2002 – June 2003

- Managed Springs Complex a 467-bed residence hall facility with one third student athletes, one third first year students and one third upper-class students
- Supervised one Graduate Hall Director and 12 Resident Assistants
- Served as weekly on call professional for crisis matters
- Managed behavioral and crisis situations including crisis response and educational judicial meetings
- Served as a resource to students needing counseling or medical referral
- Conducted judicial meetings with an emphasis on education and support of the University of Florida Student Conduct Code

Residence Life Coordinator

June 2003 – May 2004

- Managed two residence hall areas, Keys Complex and Tolbert Area a 1300 bed residence hall including first year students, student athletes and upper-class students
- Trained and Supervised 30 Resident Assistants
- Co-Supervised two Senior Clerks and Two Night Clerks
- Served as weekly on call professional including response and following of protocol regarding all crisis matters
- Managed behavioral and crisis situations including crisis response and educational judicial meetings
- Served as a resource to students needing counseling or medical referral
- Conducted judicial meetings with an emphasis on education and support of the University of Florida Student Conduct Code

RELATED PROFESSIONAL EXPERIENCE

University of Florida

June 2004 – Present

Director, Off Campus Life

- Chair for the Best Practices in Building University/City Relations Conference Planning Committee co-hosted by UF, Santa Fe College, and the City of Gainesville, 2006-2007
- Selected member, International Town Gown Association, Best Practices in Building University/City Relations Conference Planning Committee, 2009-2010
- Advisor, Women's Leadership Council, Spring 2005-Spring 2008
- Selected Participant Mid Manager's Institute, MMI, 2005
- UF Hall of Fame Selection Committee, 2008 & 2009
- Best Practices in Building University City Relations Conference Planning Committee 2007, 2008, 2009, 2010
- Member, Gainesville Police Department District Committees, 2005-2018
- Member, UF Division of Student Affairs Marketing and Publications Committee, 2010-2018
- Selected Board Member and Chair, City of Gainesville Student Community Relations Advisory Board, 2007- 2021
- Member, UF Division of Student Affairs Assessment Committee, 2007-2012 and 2020-2022
- Member, UF Alcohol Drug Education Policy Committee (ADEPC), 2006-Present
- Member, Division of Student Life Sponsorship Committee, 2021-current
- Medical Petitions Committee, UF Care Office, Summer 2021-current

PRESENTATIONS

- Co-presenter Best Practices in Building University/City Relations, Fort Collins, Colorado, 2006 *How to Train a Gator: The Experiences of the City of Gainesville and the University of Florida an Overview of Local City Ordinances and University/City Policies*
- Co-presenter at the Best Practices in Building University/City Relations Conference Gainesville, Florida 2007 *Community Advocates: Living and Learning Together for a Better Community*
- Co-presenter at the National Apartment Association Student Housing Conference Las Vegas, Nevada 2009 *The University Perspective: How to Foster Effective Working Relationships with Universities*
- Co-Presenter at the ITGA University/City Relations Conference Boulder, Colorado 2011 *Great Gator Neighbors: Ways to Collaborate and Legislate for Positive Town & Gown Relations*
- Presenter Division of Student Life, New Employee Orientation: *Discover Gainesville*, Fall 2020-current

PROFESSIONAL AFFILIATIONS

- SEAHO, Southeastern Association of Housing Officers, 2000-2004
- ACPA, American College Personnel Association, 1999-Present
- International Town and Gown Association, 2006-Present

TRAINING

- Strengths Quest Educator Training, Spring 2012
- Conflict Coaching Training – CNCR’s Summer Institute on Conflict Management in Higher Education, Summer 2012
- UF LGBT Friends – Allies Training, Fall 2005 & Spring 2012 & Spring 2022
- Women’s Leadership Institute – ACUI, December 2012
- University of Florida Supervisory Challenge, 2020
- International Town & Gown Relations Certificate Program - 2022

HONORS

- Employee of the Quarter, UF Department of Housing and Residence Education, February-April 2003
- Nominated for the UF Superior Accomplishment Award, 2007-2008 and 2008-2009
- Awarded the Police Service Award, Gainesville Police Department, 2008
- Awarded the UF Division of Student Affairs Superior Accomplishment Award, 2012-2013
- Awarded the University of Florida’s Superior Accomplishment Award, 2012-2013
- Awarded the University of Florida’s Win Phillips Town Gown Relations Award, 2022

COMPUTER & SOCIAL MEDIA SKILLS: Microsoft Suite, Constant Contact, WordPress, Facebook, Twitter, Instagram