

Thomas B. Jelke, PhD
2403 South Miami Avenue Miami, Florida 33129
cell (305) 978-5951 fax (305) 856-8163
tjelke@tjelke.com

ACADEMIC PREPARATION

PhD in Higher Education, Indiana University, 2001

Minor in Law

Concentrations: Student Affairs Administration, Organizational Behavior

Dissertation: *A Cross-Case Analysis of Greek Systems Perceived to be High Performing*

Advisor: Dr. George Kuh

MA in College Student Personnel, Bowling Green State University, 1993

Concentrations: Student Development Theory, Student Organizations

BA in English, Florida International University, 1990

Concentrations: British Literature, Linguistics

RESEARCH SKILLS

Field experience in both qualitative and quantitative methods

Utilized SPSS and SAS statistical programs extensively

Survey and evaluation research techniques

Case study approaches, historical methods, and focus group techniques

PROFESSIONAL EXPERIENCE

T. Jelke Solutions, Inc., Miami, Florida

Founder and President May, 2001 – Present

- ◆ Providing strategic planning consultation for universities with up to 30,000 students and Student Affairs divisions with up to 200 employees
- ◆ Assessed and evaluated staffing issues and patterns, budgets, operations and culture of student communities and student affairs areas at institutions with up to 19,000
- ◆ Coordinated quantitative and qualitative research initiatives at institutions with up to 27,000 students
- ◆ Facilitated and moderated issue-based programs and discussions for groups of up to 250

Thomas B. Jelke Foundation, Miami, Florida

Founder and Chairman of the Board of Trustees

May, 2000 – Present

- ◆ Created Constitution, By-laws, and Operational Procedures for grant-making family foundation
- ◆ Selected, trained, and managed 2 Board of Trustee members, and 1 Corporate Trustee member
- ◆ Oversee the management of investments and the annual distribution of over \$30,000 in educational grants

Indiana University, Bloomington, Indiana

Judicial Officer, Office of Student Ethics

January, 1999 – May, 2000

- ◆ Organized and heard individual and group judicial cases violators of the code of conduct
- ◆ Gathered, tracked and statistically analyzed data for violators of the code of conduct

Program Advisor, Indiana Memorial Union August, 1996 – August, 1999

- ♦ Advised members of a 20 person Board of Directors on developing and implementing campus programs and events for up to 13,000 participants
- ♦ Supervised the planning and implementation of staff-run campus events for up to 7,000 participants
- ♦ Created and managed a practicum student recruitment and training system; Recruited, trained, and supervised 2 practicum students per semester
- ♦ Assisted in creating and managing an operating budget of nearly \$1 million
- ♦ Created, distributed and evaluated a leadership skills measurement tool to groups of up to 16 students
- ♦ Co-taught a leadership development course for up to 16 students

Panhellenic Advisor, Office of Student Activities August, 1998 – May, 1999

- ♦ Advised 9 executive board members and 16 chapters in a sorority system of 2100 women on daily operations, budget creation and management, programming, crisis management, and policy enforcement.
- ♦ Assisted in creating and managing a \$82,000 operations budget

Program Coordinator, Office of Latino Affairs January, 1997 – December, 1997

- ♦ Created a retention study of over 900 current and former Latino undergraduates; Gathered and analyzed historical demographic data
- ♦ Created and implemented educational programs for Latino Cultural Center, serving over 1800 students

Florida State University, Tallahassee, Florida**Assistant Dean/Director of Greek Life, Office of Student Activities July, 1993 - July, 1996**

- ♦ Advised and monitored operations of 40 Greek organizations with over 3600 student members
- ♦ Hired, trained and supervised one Assistant Director, one graduate student, and support staff members
- ♦ Developed and facilitated educational, leadership, and recognition programs for up to 2500 students

Bowling Green State University, Bowling Green, Ohio June, 1991 - May, 1993**Kappa Delta Sorority House Director/Panhellenic Graduate Advisor, Office of Residential Services**

- ♦ Provided a positive developmental living experience for 20 residents as a live-in advisor
- ♦ Advised 19 officers on chapter operations, facilities management, and University policies and procedures
- ♦ Developed and implemented leadership retreats and educational programs for up to 100 students
- ♦ Advised a governing board of 7 members with the Panhellenic Advisor

Practicum Assistant, Office of Multicultural Affairs August, 1992 - December, 1992

- ♦ Conducted a historical retention study examining graduation trends of over 300 minority students
- ♦ Advised and counseled minority students in the areas of academic advising and career planning
- ♦ Developed and compiled a resource library on minority retention issues

Sigma Phi Epsilon Fraternity, Richmond, Virginia June, 1990 - June, 1991**Regional Director, New England Region**

- ♦ Advised and monitored operations of 32 chapters in a ten-state region; Colonized and developed five new chapters
- ♦ Coordinated a three-day regional leadership conference for over 400 undergraduates
- ♦ Planned and facilitated goal setting, risk management, membership recruitment and motivational seminars for groups of up to 400 undergraduates
- ♦ Assisted in the planning and implementation of a national conference of over 1400 participants

TEACHING EXPERIENCE**Indiana University, Bloomington, Indiana August, 1996 - June, 2000****Associate Instructor, Department of Higher Education**

- ♦ *U212 - The American College Fraternity.* Created and organized this undergraduate course focused on the history, culture, social issues, legal issues, and literature surrounding fraternities and sororities
- ♦ *U550 - Advising Student Organizations.* Co-created and taught this Master's level course focused on characteristics of student organizations and advisors, theories and techniques in advising student organizations and challenges in entering the field of student advising

- ♦ *U495 - Seminar in Leadership Training.* Assisted in organizing and teaching this undergraduate leadership development class focusing on theory, organizational behavior, and application of skills
- ♦ *U705 – Law and Higher Education.* Co-taught this doctoral level course concentrating on the relationship and impact of federal and state policy, administrative law, constitutional law, tort law, contract law, and labor law on institutions of higher education

Teaching Assistant, Department of Higher Education

U548 – *Student Development Theory and Research* Assisted in teaching this Master’s level course that focused on traditional and non-traditional students and their cognitive, psycho-social, moral, and emotional development

Florida State University, Tallahassee, Florida

January, 1995 – December, 1995

Lecturer, School of Education

- ♦ *EDH5050 - Student Development Theory.* Co-taught this graduate course focusing on traditional and current cognitive, psycho-social, moral and identity formation theories

PUBLICATIONS

Jelke, T. & Kuh, G. (2003). *High Performing Fraternal Groups.* In Gregory, D.E. & Associates (in press), *The administration of fraternal organizations on North American campuses: A pattern for the new millennium* (pp. _____). Asheville, NC: College Administration Publications, Inc..

Jelke, T.B. (2001). *Fraternalities.* In Clement, P.F. and Reinier, J.S. (Editors), *Boyhood in America*, 2001, ABC-CLIO, Santa Barbara Fraternalities, pp. 284-288

Jelke, T.B. (1996). *Nine Steps to Create an Effective Greek Judicial Board.* *Campus Commentary*, March, pp.1,3.

PROFESSIONAL AFFILIATIONS, COMMITTEES and ACTIVITIES

- ♦ *Association of Fraternity Advisors* since 1991; Conference Assistant Office Manager 1994-1995; Conference Office Manager, 1995-1996; Foundation Board Member since 2000
- ♦ *Association of College Unions International* since 1996; Regional College Bowl Coordinator, 1999-2000
- ♦ *Council on Foundations*, since 2000
- ♦ *National Association of Student Personnel Administrators* since 1992
- ♦ *NASPA New Professionals Institute*, Class of 1994; Adjunct Faculty, 1995
- ♦ *American College Personnel Association* since 1993

HONORS

- ♦ *Chapter Advisor of the Year*, Alpha Xi Delta National Sorority, 2000-2001
- ♦ *Outstanding Chapter Advisor of the Year*, Indiana University, 2000
- ♦ *National Interfraternity Foundation Fellowship* for doctoral research, 1998
- ♦ *Minority Graduate Fellowship*, Indiana University Graduate School, 1996, 1997, 1998
- ♦ *New Professional of the Year*, Association of Fraternity Advisors, 1995
- ♦ *Advisor of the Year*, Southeastern Panhellenic Conference, 1994
- ♦ *Outstanding Young Men of America*, 1994
- ♦ *House Director of the Year*, Bowling Green State University, 1992-93

References for Thomas B. Jelke

JoAnn M. Arnholt

Dean of Fraternity and Sorority Affairs
Rutgers University
15 Bartlett Street
New Brunswick, NJ 08901
(732) 932-7692
arnholt@rci.rutgers.edu

George D. Kuh

Chancellor's Professor and Director
National Survey of Student Engagement
Indiana University
Ashton Aley Hall, Suite 102
1913 E. 7th St.
Bloomington IN 47405
812-856-5824
kuh@indiana.edu

Steve Veldkamp

Assistant Dean for Student Activities
Indiana University
IMU Room 371
Bloomington, IN 47405
(812) 855-4311

Matthew C. Morris

Senior Development Director
Indiana University Foundation
P.O. Box 500
Bloomington, IN 47402
800-558-8311

Sandra Ziganti

University of Southern Indiana
8600 University Boulevard
Evansville, IN 47712-3596
(812) 464-8600

Elysia Balster

Alpha Xi Delta Women's Fraternity
8702 Founders Road
Indianapolis, IN 46268
(770) 664-2863

Marissa LeClaire

Assistant Director of Student
Activities and Greek Life
Southwest Missouri State University
901 South National Avenue
Springfield, MO 65804
417-836-4386

Andy Robison

Assistant Dean of Students
Purdue University
Student Activities and Organizations
Office of the Dean of Students
1096 Schleman Hall, room 250
West Lafayette, IN 47907-1096
(765) 494-1231

Todd Sullivan

Director of Greek Life
Florida International University
University Park Campus
Miami, Florida 33199
305-348-2138
sullivtc@fiu.edu