

# CITY OF RAPID CITY

RAPID CITY, SOUTH DAKOTA 57701-2724

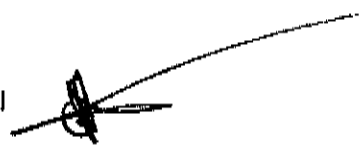
## Office of the Mayor

300 Sixth Street

605-394-4110

Fax: 605-394-6793

E-mail: [mayor@rcgov.org](mailto:mayor@rcgov.org)

To: City Council 

From: Mayor Alan Hanks

Date: June 24, 2010

Ref: Historic Preservation Commission

Please confirm the appointment of L. Eric James to fill the unexpired term of John Wagner, who resigned from the Historic Preservation Commission. This term expires December 31, 2010.

City Committees	Members	Terms	Expiration Date	Voting Member
Historic Preservation	Aaron Costello, Alt	Council liaison	7/1/2010	no
Historic Preservation	Malcolm Chapman	Council liaison	7/1/2010	no
Historic Preservation	Duane Baumgartner	Citizen	12/31/2010	yes
Historic Preservation	John Wagner	Citizen	12/31/2010	yes
Historic Preservation	Michel Bender	Citizen	12/31/2010	yes
Historic Preservation	Jean Kessloff	Citizen	12/31/2011	yes
Historic Preservation	Pat Roseland	Citizen	12/31/2011	yes
Historic Preservation	Scott Sogge	Citizen	12/31/2011	yes
Historic Preservation	Tamera Pier	Citizen	12/31/2012	yes
Historic Preservation	Shawn Krull	Citizen	12/31/2012	yes
Historic Preservation	Cynthia Matson	Citizen	12/31/2012	yes
Historic Preservation	Rich Grable	Citizen	12/31/2012	yes



EQUAL OPPORTUNITY EMPLOYER

#1

**Severson Trudy**

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**From:** websiteforms@rcgov.org  
**Sent:** Friday, March 05, 2010 9:01 AM  
**To:** Rippenrop Kay  
**Subject:** Form Submitted from City of Rapid City Website - Citizen Interest Application

**The Citizen Interest Application was submitted from the City of Rapid City website. Here are the responses given.**

**First Name:** L

**MI:** Eric

**Last Name:** James

**Address:** 529 E Philadelphia St

**City:** Rapid City

**State:** SD

**Zip:** 57701

**Phone:** 593-1075

**E-mail:** [eric.james@sdsmt.edu](mailto:eric.james@sdsmt.edu)

**City Resident:** Yes

**Educational Experience:** BA - Ursinus College Collegeville, PA - Anthropology & Sociology majors; minors in Spanish Japanese & Biology 1994; JD - University of Maine School of Law - 1997; MS - Health Policy & Public Management, University of Southern Maine, 1997.

**Amount of Time Available:** varies - generally 2-4 hrs week **Committee Interests:** any

**Community Involvement/Activities/Service Organizations:** Chair, Non-Faculty Exempt Senate, SDSM&T; Advisor for 3 student groups on campus (The Aurum Publication Board, Spectrum & Tech Association of Gamers)

# L. ERIC JAMES II

## Home

529 E Philadelphia St  
Rapid City, SD 57701  
(605) 791 - 2284

## Work

501 E St. Joseph St  
Rapid City, SD 57701  
(605) 381 - 5730

L.Eric.James@gmail.com

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## EDUCATION

### Juris Doctorate

University of Maine School of Law

May 1997

- Administrative Law; Constitutional Law; Contract Law; Employment Law; Environmental Law/Land Usage; Health Law; Comparative Law; Legal Process & International Law

### Master of Science, Health Policy & Public Management

University of Southern Maine

May 1999

- Organizational Design & Strategic Planning; Human Resource Management; Managing Information Systems; Health Policy; Gender Policy

### Bachelor of Arts

Ursinus College

May 1994

- Majors: Anthropology & Sociology; Minors: Spanish, Japanese & Biology (Focus on Socio-Biology and Genetics/Evolution)

## WORK EXPERIENCE

### Associate Vice President for Research

South Dakota School of Mines & Technology

May 2010 -

Present

- Policy analysis, development and implementation
- Systems analysis, design, development and implementation
- Regulatory Analysis and Guidance
- Public Records Officer
- Fiduciary Agent for the School
- Duties listed below as Director, Office of Sponsored Programs

### Director, Office of Sponsored Programs

South Dakota School of Mines & Technology

March 2008 -

Present

- Strategic Planning process including development of Mission, Vision, Goals & Tasks for the Office of Sponsored Programs
- Oversight/Revision of current administrative processes for all research activities under the Office of Sponsored Programs re-focusing on customer service orientation including development of new templates and databases
- Team Leader: Office of Sponsored Programs
- Fiduciary Agent for the School
- Contract/Agreement drafting/review including Non-Disclosure Agreements for Tech Transfer and Material Transfer Agreements
- Legislative Analysis; Appropriations Monitoring
- Audit Finding review & analysis
- Procedure documentation
- Risk Management

### Manager, Grants & Contracts

Muskie School of Public Service: Institute for Public Sector Innovation

November 2004-

February 2008

- Team Leader: Finance, Admin & HR (FAHR)
- Developed strategic vision for FAHR and the development of the Team including job descriptions/searches for four positions and revision of policies/practices/workload to support the Institute
- Monthly auditing and oversight of all open Institute accounts (189 - represents -\$21-26 million annually in Cooperative Agreements, Contracts & Grants)
- Compliance with OMB Regulations, State Purchasing Policy & University Administrative Practices
- Organizational Design & Planning; Strategic Planning Initiatives for State
- Grant & Cooperative Agreement Creation, Monitoring & Processing
- Liaison between IPSI Staff and State and University Staff
- Represent the Muskie School on USM's Professional Staff Senate
- Served as lead contact on the migration to the new PeopleSoft Financials
- Developed and delivered training on new PeopleSoft Financials Module for Institute, School
- Designed and Implemented a new tracking system for Grants and Cooperative Agreements and Contracts/Subcontracts (- Subs - \$2 million in FY2007)
- Presented at State and National level on compliance with OMB Circulars; developing Budgets & tracking match

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## WORK EXPERIENCE (CONTINUED)

- Financial Specialist II** May 2001-  
October 2004  
Muskie School of Public Service: Institute for Public Sector Innovation
- Grant & Cooperative Agreement Creation, Monitoring & Processing
  - Facility Management for 295 Water Street
  - PeopleSoft HR and Liaison to PeopleSoft Financial Implementation Workgroup
  - Compliance with OMB Regulations, State Purchasing Policy & University Administrative Practices
  - Systemic, Innovative Problem Solving
  - Liaison between Principle Investigators and Non-IPSI Administrative Staff
  - Budgeting and Budget Narrative work for Federal Grants
  - Contract writing and administration
  - Developing policies for administrative procedures
  - Developing training on administrative policies & procedures
  - Strategic Planning Initiatives for State
  - Guidance Interpretation
  - Administrator, Tuition Reimbursement Programs
  - Monthly auditing and oversight of 128 open accounts
- Financial Assistant II** June 1, 1999  
April 30, 2001  
Muskie School of Public Service: Institute for Public Sector Innovation
- Database design - FMIS, HRIS & MHRT
  - Contract writing and administration
  - Strategic Planning Initiatives for State and WIC Offices
  - Administrator, Tuition Reimbursement Programs
  - Monthly auditing and oversight of 48 accounts
- Instructor/Assistant Program Director** Summers:  
1993-2005  
American Studies Program, Ursinus College
- Taught American Culture & English as a Second Language to Japanese Exchange Students
  - Coordinate Program Activities
  - Curricula & Program design
- Graduate Teaching Assistant/Graduate Assistant** 1995-1999  
University of Southern Maine
- Teaching Assistant - Basic Human Anatomy, Marine Biology & Oceanography
  - Graduate Assistant - IPSI - designing budgets, databases and doing monthly auditing
- Summer Law Clerk** May - July  
1997  
Capital Blue Cross, Harrisburg, PA
- Legislative Policy Analysis
  - Risk Assessment

## TEACHING EXPERIENCE

- South Dakota School of Mines & Technology**
- Co-Instructor: Technology Management Masters Degree: TM 675 - Ethics, Professionalism & Law for Managers \* Spring 2010
  - Guest Lecturer: IS 201 - Introduction to Science, Technology & Society (Topic: Public Policy) \* Fall 2008; Spring 2009; Fall 2009; Spring 2010
  - IS Senior Paper Expert Panel member: Summer 2009 - Methamphetamine and Public Policy; Fall 2009 - You Tube and Intellectual Property Rights
  - Guest Lecturer: AES 808 - Fundamental Problems in Engineering & Science (Topic: Fundamentals of Research) Fall 2009
  - Guest Lecturer: GEOL 473 - Museum Preparation Techniques & Exhibit Design (Topic: Paleontological Resource Preservation Act; Contracts, Permitting and Legal Compliance for Work on Federal Lands) Fall 2009
  - Guest Lecturer: CSC 470 - Software Engineering (Topic: IP and ITARs) Fall 2009
  - Field Lab/Guest Consultant: IENG 451/451L - Operational Strategies (Topic: Application of Lean Process and Value Streams Management) \* Fall 2008
  - Introduction to Grants Workshop - May 14, 2009 - an overview of the grant writing process

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## TEACHING EXPERIENCE (Continued)

### University of Southern Maine

Designed, wrote and conducted 4-6 hr training modules on:

- Project Management for PIs
- Project Management for Support Staff
- Introduction to PeopleSoft Accounting System
- Monthly Financial Reconciliation

Teaching Assistant - Tutoring, Grading, Lab Supervision

- Basic Human Anatomy \* Fall 1995
- Marine Biology \* Spring 1996;
- Oceanography \* Fall 1996; Spring 1997; Fall 1997; Spring 1998; Fall 1998; Spring 1999

### Ursinus College - American Studies Program

A 3 to 5 week Summer Intensive English and American Culture course offered between Ursinus College and their sister school from Japan, Tohoku Gakuin University. Curriculum design & revision; student supervision; 20 three hour course sessions including American Education System; Contemporary American Society; Religion in America; Ethnic Diversity in America and American Government. Program also included a research presentation and daily writing assignments.

- Summer 1993, 1994, 1995, 1996 (Program Assistant)
- Summer 1997, 1998, 1999, 2000 (Instructor)
- Summer 2001, 2002, 2003, 2004 & 2005 (Assistant Director/Instructor)

## SKILLS/MEMBERSHIPS

Extensive experience in Microsoft Office Suite (Access, Excel, Power Point, Publisher, Word). Some programming experience in Visual Basic 6.0. Speak Spanish semi-fluently; intermediate in conversational Japanese. Some background in Germanic Languages (Low German, High German) and Romance Languages (French, Italian, Portuguese).

Certificate in Mediation. Certificate in Meeting Facilitation. Certificate in Cost Principals: OMB Circulars A-21, A-122, A-87 & FAR 31.2. Certificate in Research Integrity. Presenter at the Corporation for National & Community Service (CNCS) Conference on Fiscal Grant Compliance: Cost Allocation Plans & OMB Circulars, Dec 2004. Presenter at Blaine House Conference on Volunteerism: Grants Management from Creation to Close, October 2005. NACUBO 2009 Annual Meeting Presenter Paper Reviewer - "Advancing with Technology" Track. Presenter: SD Society of Engineers: Legal & Ethical Tools for Engineers - October 15, 2009

SDSM&T: Non-Faculty Exempt Senator \* 2008; Chair 2009-2010. The Aurum Publication Advisory Board Member. Co-Advisor, Tech Association of Gamers. Advisor, Spectrum. Member, SDSM&T Judicial Board. Research & Intellectual Property Council. Co-Chair, Committee on Academic & Research Space. Committee Member - Strategic Enrollment Planning Committee. Member of the President's Ad-hoc Advisory Group on Academic Administration. Member of Web Advisory Task Force. Member of Diversity Council. Member of the ADA Compliance Committee. Member of the Branding, Advancement and Materials Approval Committee (BAMAC). Committee member for Phase IV 2012 Municipal Infrastructure Committee, Rapid City. Member, Huguenot Lodge #377, F. & A. M 2000-2008. Honorary Doctor of Divinity & Ordained Minister - Universal Life Church.