

Members of Tau Beta Sigma,

It is with great honor and excitement that I present myself to you as a candidate for the National Vice President for Special Projects position. I am a Spring 2009 initiate of the Eta Gamma Chapter at Boston University and have served in leadership positions at the Chapter, District, and National levels - I'm glad to say that I've never been more than an arm's reach away from service initiatives and supporting Sorority programs!

- As District Counselor I worked to raise the level of performance within Chapters in the Northeast District including on-time paperwork submissions, high-level participation in District and National programs, and setting tailored goals for Chapter-level communication, event planning, and whole-Chapter engagement each year.
- As National Vice President for Communication & Recognition (NVPCR), I focused on consistent communications to support Chapter operations and member development. This included ensuring all opportunities and resources available to us were utilized to support and recognize members. In addition I developed content and programming for special Sorority events including National Hazing Prevention Week, GivingTuesday, and the 13 Days of Tau Beta Sigma.

This biennium as the NVPCR I learned so much about the what, when, how, and why's of Tau Beta Sigma - that is the behind-the-scenes decision making processes and operations to support our Headquarters Staff, Chapters, and members. Through this on-the-move learning experience I became more solidified in what I believe will move Tau Beta Sigma forward: 1) Meet Active members where they are with regard to communications, resources, and goal setting; 2) Be purposeful in the programs and events we choose to implement based on their connection to our Mission and their long-term sustainability with organizational resources; and 3) Continually "build greater" with development opportunities for our members, Chapters, and leaders.

A feature of the National Council's work this biennium was strategic planning discussions to establish the Sorority's priorities for the coming decade. I believe the National Programs of Tau Beta Sigma are a vehicle to support our Mission and long-term Vision. Through these programs student members explore how their Tau Beta Sigma involvement impacts their band, university, and community while also developing themselves as leaders, musicians, and well-rounded people. As we continue to enhance our programming and resources, Tau Beta Sigma will be recognized as an impactful organization in the music, non-profit, and higher educational communities.

For the upcoming biennium I believe the following initiatives will make progress toward this aspect of our Vision:

- Chapter participation in our programs and events impacts their band, university, and community
 - Emphasize all aspects of our Mission through the Focus on Five campaign including National Programs, musicianship, educational achievement, and developing leaders with the band and local community as the primary target audience
- Programs and events support the development of whole members - as leaders, musicians, and people
 - Host virtual events throughout the year on Chapter operations, leadership development, and celebrating musicianship to connect members across the country
- Resources are updated and expanded to meet the needs of Active members and Chapter operations
 - Expand our leadership development program with progressive steps for continuous learning from membership candidacy through student leadership
- Tau Beta Sigma is connected with partners in the music, non-profit, and higher education communities
 - Form new and strengthen existing partnerships with other music-related organizations to support local programs and bring resources to Chapters and members

It is because of my past experiences and the honor of being able to work with, and more importantly learn from, all members of Tau Beta Sigma that I am confident in my pursuit to serve as the next Vice President for Special Projects. I plan to build resources, set new standards for participation, and develop Active members through my future work. Thank you in advance for your consideration. I look forward to continuing to serve you and our organization.

ALLISON LEEMANN

HIGHLIGHTED POSITIONS & EXPERIENCE

Nat'l Vice President for Communication & Recognition 2021 - 2023

- Streamlined communications & social media presence with a consistent, professional look across media including emails, social media content, and the national website.
- Expanded student- and values-centered content including monthly operations checklists, national program features, and women in music highlights.
- Created thematic content for Sorority events including the 13 Days of TBSigma, GivingTuesday, Workshop Series, Nat'l Hazing Prevention Week, and more
- Expanded recognition efforts for the Sorority including creation of a new award (Golden Lyre), establishing the Trailblazer Series for the 13 Days of TBSigma, reigniting the Briquette Awards for Military Recognition, and application and receipt of two Professional Fraternity Association awards (Career Achievement & Outstanding Community Service, 2022)
- Lead the Scholarships Committee to streamline the application process and create new resources to encourage applications

Northeast District Counselor 2015 - 2021

- Supported Active Chapter operations and set goals for participation in District and National programs
- Advised the District Council and oversaw programming and logistics of District meetings and workshops
- Developed relationships with Active members across the District with the aim of supporting their personal and leadership development
- Delivered workshops on goal-setting, delegation, communication, time management, teamwork, etc. at Chapter and District-wide events

Curriculum Committee Co-Chairperson | 2018 - 2021

- Lead committee through development of curriculum content and assessments, design and implementation of a multiphase nation-wide pilot, and analysis of pilot feedback. Overture was accepted as the National Curriculum in 2019.

Assessment Committee Member | 2017 - Present

- Support initiatives of the National Leadership Team by providing data regarding membership, operations, program participation, etc.
- Created dashboards for easy accessibility of data regarding the distance between Chapters, demographics for District Officers, and learning activities during Overture

OTHER COMMITTEE INVOLVEMENT

- Nat'l Council Designee, Communications Committee (2021-Present)
- Nat'l Council Designee, Scholarships Committee (2021-Present)
- Co-Chairperson, Health & Safety Task Force (2020-2021)
- Advisor, National Convention Membership Committee (2019, 2021)
- Co-Chairperson, Curriculum Committee (2018-2021)
- Nat'l Council Designee & Member, Assessment Committee (2017-Present)
- Advisor, National Convention Programs Committee (2017)
- Chairperson, Grace and A. Frank Martin Chapter Leadership Award (2013)

CERTIFICATIONS

Hazing Prevention Educator Certification CAMPUSPEAK | 2021

Hazing Investigator Certification CAMPUSPEAK | 2021

CONTACT INFORMATION



New Jersey
allison@tbsigma.org
@allisonleemann

MEMBERSHIP TIMELINE

- 2009 Initiated, Eta Gamma (February 2009)
2011 Elected, Chapter Corresponding Secretary
Elected, Chapter Treasurer
Elected, District VP for Special Projects
- 2011 Graduated, Life Member #3003
2013 Member, TBΣ Alumni Association
Elected, District President
- 2015 Appointed, Northeast District Counselor
2017 Honorary, TBΣ Northeast District
Honorary, Iota Alpha (Marist)
- 2017 Honorary, Eta Gamma (Boston U)
2019 Honorary, Gamma Kappa (UConn)
Honorary, KKΨ Northeast District
Honorary, Delta Delta (UMass)
- 2019 Member, KKΨ Life Member
2021 Member, KKΨ Alumni Association
- 2021 Elected, Nat'l VP for Comm. & Recog.
2023 Honorary, TBΣ Southwest District
Honorary, TBΣ Western District
Honorary, Alpha Xi (Bowling Green)

RECOGNITION

- The Baton (2013)
- TBΣ Alumni Association Professional Development Grant Recipient (2020)

PUBLICATIONS

- "The Honor of Honorary Membership" The Podium, Fall 2018
- "Kicking Off a Year of Support and Success" The Podium, Spring 2021
- "The Best Job in the Sorority" The Podium Special 75th Edition, Summer 2021
- "A Culture of Recognition and Appreciation" The Podium, Fall 2021
- "Our Communications Support the Mission" The Podium, Spring 2022
- "Go Further Together by Utilizing Committees" The Podium, Fall 2022
- "What's Next for Communication & Recognition?" The Podium, Spring 2023

ALLISON LEEMANN

EXPERIENCE

Director, Clinical Information Managers 2021 - Present
Envision Healthcare

- Lead the Department across 20+ practice locations to maintain and enhance the support and service to the clinical practices and our client hospitals in support the company's **strategic goals, including people management, cost controls, and innovative solutions**
- Facilitate the **education and performance management** to ensure high quality documentation including through the first major change to emergency medicine documentation and coding in more than 25 years
- Utilized **change management practices** to meet expected staffing and performance levels following the COVID-19 pandemic
- Successfully proposed and received **approval for the first starting rate increase** for the CIM position in more than a decade
- **Develop department leaders through ongoing feedback discussions, continuing education opportunities, and values-based exercises**

Case Investigator & Contact Tracing Supervisor 2020 - 2021
Public Consulting Group, Monmouth County Health Department

- Called individuals recently diagnosed with COVID-19 and their close contacts to discuss importance of isolation/quarantine, and assure needs are being addressed during the required isolation/quarantine
- Supported contact tracing operations by making daily assignments, conducting quality assurance tasks, and supporting Contact Tracers in escalating events and locations of concern for exposure to the county and state health department

Project Administrator, Clinical Information Managers 2016 - 2019
Envision Healthcare

- Worked closely with the Director to **develop long-term goals** for staffing and retention, new hire training, ongoing education of staff, and **operational processes that are aligned with business objectives**
- Lead development of **instructional design** of new hire education including manual, lectures and activities, and assessments to ensure a **consistent and engaging training experience**

Regional Manager, Clinical Information Managers 2014 - 2016
Envision Healthcare

- Oversaw operations at 12+ client sites including, but not limited to **hiring, credentialing, and ongoing performance management** of staff
- Developed resources for leadership team for **continual improvement of operations** including mentoring expectations, competency checklists, and site support trackers to drive gathering of performance data

Emergency Medicine Researcher, MPH Practicum 2014
Society of Emergency Medicine of India & Boston Medical Center

- Designed a data collection and analysis tool to collect patient demographics, physician orders, and patient outcomes from both paper and electronic medical records in two Indian Emergency Departments
- Presented interim findings to the Chairman of the Kerala Institute of Medical Sciences (Trivandrum) and the Executive Director of the National Board of Examiners of India (New Delhi)

CONTACT INFORMATION



 New Jersey
 allison@tbsigma.org
 @allisonleemann

PROFESSIONAL SUMMARY

A rising leader in the public health and healthcare fields with 13+ years experience working in Emergency Medicine focused on medical scribes. Strong background in organization development, project management, data analysis, and content development. Recognized for ability to communicate effectively at all levels of an organization, build trust, and empower individuals to contribute fully to the team.

EDUCATION

2012 Bachelor of Arts
Boston University
Major: Philosophy
Minor: Public Health

2014 Master of Public Health
Boston University
Concentration: Global Health
Emphasis: Managing Disasters and Complex Humanitarian Emergencies

TRAINING & RECOGNITION

2020 Organization Development Certified Professional (ODCP)
Institute of Organization Development

2022 Values in Action Award Nomination:
Pursue Extraordinary, Envision Healthcare

2023 Developing Envision Leaders Training,
Envision Healthcare. Parsippany, NJ.

PUBLICATIONS



"Acute care needs in an Indian emergency department: A retrospective analysis." World Journal of Emergency Medicine, September 2016

PROFESSIONAL AFFILIATIONS



Organization Development Network



Global Institute of Organization Development Network



Boston University Alumni Association



American Public Health Association



Johnn McCray
Tau Beta Sigma
Southwest District
Alpha Chapter

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Date: February 2, 2023
Attn: National Nominations Committee
Re: Letter of Recommendation for Allison Leemann

To Whom It May Concern,

I hope this message finds you in good health and high spirits. My name is Johnn McCray. I am currently a student at Oklahoma State University in my student teaching semester, graduating in May of this year with a B.M. in Music Education. I have previously served the Alpha Chapter at OSU, my home chapter, as Secretary, President, and Vice President of Special Projects. I currently serve the Southwest District of Tau Beta Sigma as the Secretary/Treasurer for the 2021-2022 and 2022-2023 (current) terms. I write this letter to recommend Allison Leemann for the office of National Vice President of Special Projects.

I have had the opportunity to work with Allison during my time as SWD Secretary/Treasurer. Upon Allison's election to the national office, she has been an invaluable tool and resource. There have been numerous occasions where I have received questions where I have been able to turn to Allison for the answer. If Allison did not have an immediate answer, I would soon receive one within 24 hours. Allison is not afraid to ask questions and get people the help, resources, and support she needs.

Another area of interaction I have had with Allison includes at district council as the Advisor to the 2022 SWD Jurisdiction and Finance Committee. Allison worked with me and the committee head in the organization of the committee's activities. When reworking the then-antiquated SWD constitution/bylaws, Allison was very helpful in analyzing the document for usefulness, purpose, grammar, and other inconsistencies in the document. This also allowed our document to further align with the national constitution. Allison was very knowledgeable and supportive in creating the 2022-2023 SWD Budget. There were things that many committee members were not accustomed to due to many of the delegates (including myself) being initiated during or "after" the pandemic. Allison was very supportive and helpful to the committee, the committee head, and myself through these processes.

As National Vice President for Communication and Recognition, Allison has always been student-focused. She understands the demands of the modern student and the challenges they face in a post-pandemic world. As such, some things that she has completed that have been helpful include monthly chapter checklists, high-quality upkeep of national social media, national program highlights, update newsletters, and more. Allison led the process of the Scholarships Committee creating a streamlined process for applications for national scholarships. Something I look forward to seeing in the future is the expanded awards and recognition set in place by Allison and their committees.

On a personal note, Allison has been supportive and helpful at every opportunity proposed. When I asked if she would support me at a Sec/Treas hangout call, she was there. When I forwarded questions I didn't know the answer to, she would help. When I need someone from nationals to support me, Allison is there. Allison is very supportive and helpful to all students, and I believe she will be best suitable for the role of National Vice President of Special Projects. As a previous VPSP myself, I believe Allison is very qualified and has the experience and knowledge required to best serve in this role.

If you have any questions or need more information, please feel free to email me at johnn.mccray@okstate.edu or another email provided above. Thank you for taking the time to read this letter. I hope you strongly consider my recommendation of Allison Leemann to this office of our great sorority.

MLITB and MOTS,

Johnn McCray
Tau Beta Sigma
Southwest District
Alpha Chapter

To the Nominations Committee and National Delegation of Tau Beta Sigma:

I am writing a letter of recommendation for Allison Leemann as she seeks the position of National Vice President for Special Projects. She is a highly qualified candidate who is enthusiastic and embodies the spirit of sisterhood and service.

Allison has qualities and experience which would be beneficial to a candidate for the National Council. She served in multiple offices at the local and district level along with serving as National VPCR. She has shown strong leadership skills and a great deal of individual decision making skills. She has the experience as Northeast District Counselor to show she can motivate students and raise expectations of others. She demonstrates that she possesses good judgment when working with chapter members and district officers. She is able to lead by example and involve people in working towards solutions.

I have watched Allison embark on multiple projects while serving as National Vice President for Communication and Recognition. In each case, she has done so with the ability to involve others, ask questions, communicate effectively, and handle any issues that came her way. The projects did not involve just one area or a few members. She has taken on the responsibility of working with active, alumni, and life members in ways that they each could feel involved and have ownership and pride in the work they were doing to help further the future of Tau Beta Sigma whether it be for Giving Tuesday, Hazing Prevention, or any number of other projects.

I have the unique opportunity to work with Allison as part of the Assessment Committee. The passion she has shown in this area is inspiring. She has shown me how she can ask questions and problem solve in order to find ways to reach out to students across the country in order to facilitate growth and understanding for the leadership of Tau Beta Sigma. Launching a survey to better understand the current climate of the organization so that we may become better for everyone is a daunting task that includes creating the questions, analyzing the responses, and finding a way to communicate the outcomes so that changes can be made for the direction of the organization. Allison takes all this on with knowledge and enthusiasm which motivates myself and others.

Allison is personable and engaging. She works hard and dedicates herself to completing tasks at very high standards. Allison's Sorority service and personal development record will impress you with her qualifications for the job. I recommend her to you, without reservation, as a person who has served the Sorority with honor and dedication and who will be a great asset the National Council and National Sorority.

If you would like more information, please feel free to contact me. I would welcome the opportunity to talk with you about Allison's accomplishments and potential.

In the bond,
Kathy Godwin
Past National President
Tau Beta Sigma



February 13, 2023

To the Members of Tau Beta Sigma:

I am writing this letter of recommendation for Allison Leemann for the National Vice President for Special Projects position for Tau Beta Sigma. At Envision Healthcare, Allison has been the Director of the Clinical Information Managers (CIM) Medical Scribe Department since 2021, and directly reports to me. CIMs are an integral part of our care team model, working alongside physicians and Advanced Practice Providers in Emergency Departments and inpatient hospital units. They go to the bedside with the providers and ensure the clinical encounter is appropriately documented in the medical record and help providers manage information and non-clinical tasks. Prior to taking the Director role, Allison served as a Project Administrator and Regional Manager of the CIM Department. I have known her since 2014. As the Director, she currently manages 350 employees across more than 20 practice sites in NY and NJ, with an annual budget of \$7.5 million.

Allison took on the Director role at a very tumultuous time. The COVID pandemic had put major strain on our operations, and the CIM department was experiencing significant turnover and burnout. CIM work had become largely remote to limit COVID exposure in the clinical setting. Key Regional CIM Manager positions were vacant, many CIM shifts were unfilled, and clinicians and hospital clients were dissatisfied with the level of service. Allison went straight to work. Her first priority was to rebuild the leadership team and she was able to successfully hire a full complement of Regional CIM Managers over the course of several months. Those managers continue to work for her today and have the utmost respect for her leadership abilities. Allison's change management skills were on full display as she successfully navigated the safe reintroduction of the CIMs back into the clinical setting despite significant hesitation and logistical challenges.

Allison is not just an effective manager that knows how to execute. She is a leader with vision. She has demonstrated the ability to think strategically about the CIM program, reinforcing its strengths, shoring up weaknesses, mitigating threats from outsourced medical scribe solutions, and pursuing opportunities for growth. As the CIM recruitment, retention, and turnover issues worsened in late 2021 into early 2022, Allison analyzed the data in order to document the trends over time. Using her strong communication and analytical skills, she demonstrated that the drivers of these trends were fierce competition in the lower wage healthcare labor market, rising wages across sectors, and worsening inflation. She argued that a CIM raise was necessary to restore recruiting and retention capability and stabilize the Department. She showed that alternatives to the CIM program are higher cost and lower quality. This presentation was given to Envision's executive leadership who approved this 16% increase, costing over \$500,000. This was the first starting rate increase for the CIM position in more than a decade. Envision's Chief Medical Officer commented that Allison's presentation set the standard for how such requests should be made across the organization. In fact, Allison has been identified as a high potential leader within our organization and has been chosen for the

Developing Envision Leaders Training program which will begin in June 2023 in Parsippany, NJ.

The National Vice President for Special Projects will presumably spearhead initiatives and programs designed to advance Tau Beta Sigma's mission of providing exceptional service to collegiate bands, promoting equality and diversity, and cultivating community development. Clear and effective communication will be key, and Allison shines in this domain. She is part of our East Executive Leadership Team along with senior physician leaders and business leaders. She has no problems engaging in complex discussions. She is a strong advocate for the CIMs, always communicating in a clear, respectful manner. She uses her high emotional intelligence to navigate difficult conversations. Some of the site Medical Directors can be quite demanding. Even when their requests are unreasonable, she maintains a calm demeanor, makes them feel heard, and effectively addresses their concerns.

Allison has not only led but has taken the initiative to create multiple special projects in her Director role at Envision. For example, Envision recently articulated 6 core values intended to define who we are and how we work together to deliver care. Allison took this to a whole new level. She created a Values in Action recognition program for the CIMs, highlighting those CIMs who exemplify our values in meetings and featuring them in newsletters. Envision's CEO has taken note of Allison's work and has asked her to disseminate it as a best practice. Speaking of newsletters, Allison produces a beautiful monthly newsletter called "The CIM Note." It not only gives important department updates, It also highlights a CIM of the Month, and recognizes new hires, and work anniversaries. Allison has organized unique social events in which CIMs and providers get together in a non-clinical setting to get to know each other better and bond as a team. Furthermore, Allison did an outstanding job organizing a CIM appreciation week in 2022. Activities included on-site celebrations, gifts for the CIMs, and unique clinical education sessions in which Envision providers gave lectures on clinical topics for those CIMs interested in becoming nurses or doctors.

More recently, Allison has been busy managing a critical special project focused on the biggest change to emergency medicine documentation and coding in more than 25 years. Allison had the task of ensuring our CIMs were trained on the new 2023 guidelines, and she and her team achieved a near 100% training completion rate. Allison also just finished a special project in which she identified significant opportunity in our CIM onboarding and training process. She proposed a more streamlined approach that does not sacrifice quality. Allison's new process has reduced the time from hire to on-site work, so now open shifts get filled faster. All of these projects outlined above have had a huge positive impact on CIM morale, engagement, and retention. The department is currently thriving and its various stakeholders are happy.

To put it simply, Allison is extraordinary and I wholeheartedly endorse her candidacy for the National Vice President for Special Projects position at Tau Beta Sigma. At Envision, she has exceeded expectations and enhanced the support provided to our clinicians delivering life-saving care to patients. As an Organization Development Certified Professional, she has the background and skills to elevate the performance of organizations. I have no doubt she would outperform in the National VP for Special Projects role by fostering connections and creating meaningful

experiences for members, college communities, and the band world. In my conversations with her over the years, her passion and commitment to Tau Beta Sigma is very clear. Please do not hesitate to reach out to me for any additional information or questions about Allison.

Sincerely,

A handwritten signature in blue ink, appearing to read 'F. Fareed', with a stylized flourish at the end.

Fareed N. Fareed MD, MBA, FACEP

Executive Vice President

Chief Clinical Officer, East

Envision Healthcare

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