

CURRICULUM VITAE

Anita Lenore Wallace

Assistant to the Director of Graduate Studies	2409 25 th Avenue South
Department of Philosophy	Minneapolis, MN 55406
University of Minnesota	(612) 716.1453 (cell)
831 Heller Hall	(612) 624.6416 (office)
271 19 th Avenue South	walla027@umn.edu
Minneapolis, MN 55455	

Education:

- Ph.D., A.B.D. **University of Minnesota**, Social and Philosophical Foundations of Education, 1997
History and Philosophy of Education, Education Administration and Human Development, Advisor: Ayers Bagley, Education Iconography, French (undeclared).
Supporting Program: Education Futures & Anticipatory Anthropology, Arthur Harkins.
- M.A., 1997 **University of Minnesota**, Education Administration and Human Development, Social and Philosophical Foundations of Education, History and Philosophy of Education
Advisor: Ayers Bagley, Education Iconography, French (undeclared).
Supporting Program: Education Futures & Anticipatory Anthropology, Arthur Harkins.
- 1993-1994 **Council on International Educational Exchange (C.I.E.E.)**
Centre Parisien d'Etudes Critiques, Paris, France, Graduate Year Abroad.
Areas: Aesthetics, film criticism, and literary theory.
- A.B., 1978 **Ripon College**, Ripon, Wisconsin, Fine Arts/Studio Arts, Dean's List.
Areas: Drawing & painting, printmaking, mixed and multimedia.
Advisors: Irwin Breithaupt, Olimpia Ogilvie (*studied under Rudy Pozzatti, Stanley William Hayter, Atelier 17, and Mauricio Lasansky*), Lester Schwartz.
- Diploma, 1974 **Glenbrook South High School**, Northbrook, Illinois
General Studies, AP English and French, *Selected as Outstanding Senior Artist.*

Additional Coursework:

- 1980-2013 **University of Minnesota**
Drawing, painting, printmaking, time and interactivity, digital arts-video production, ceramics, sculpture, ancient philosophy, English language & literature, French language & literature, Latin (summer), creative writing (poetry), magazine production.
- 2003-2006 **Northern Clay Center**
Hand-building, wheel, printmaking and ceramics, raku, Cone 6 glazing/firing, wood-firing, soda-firing, low and high fire ceramics techniques.

- 1999-2003 **Saint Catherine University**
 Art history, mathematics, ceramics (especially experimental: using organic materials and recycled garbage to create glazes).
- 1981-1983 **Film in the Cities/University Community Video**
 Coursework towards Associate of Arts degree in film and video production, film history and theory, screenwriting, and beginning photography.

Employment:

- 2003-present **University of Minnesota, Department of Philosophy**
Assistant to the Director of Graduate Studies
 Coordinator of admissions, recruitment, orientation, fellowships, graduate student workshops, weekly meeting presentations, teaching assistant and instructor assignments, annual student reviews, job placement, electronic newsletter and alumni web updates.
- 2011-2012 **University of Minnesota, College of Liberal Arts**
Graduate Education Program Assistant
 Temporary assistant liaison and coordinator of pilot study and preliminary data for the PCAS project and graduate school/CLA graduate education transition
Supervisor: Wendy Friedmeyer, Assistant to the Associate Dean Graduate Education and Research, and Alex Rothman, Associate Dean Graduate Education.
- 2003-2004 **Independent Research Associate** (temporary/intermittent to Ayers Bagley)
- 1999-2003 **Saint Catherine University, Academic Affairs and Dean's Office**
Faculty Contracts and Grants Manager
(budgetary layoff, see attached reference dossier).
- 1998-1999 **Saint Catherine University-Minneapolis Campus, Dean's Office,**
Administrative Assistant
- 1999 **Saint Catherine University, Liberal Arts and Sciences**
Adjunct Assistant Professor
- 1997-1998 **Independent Researcher**
- 1997-1998 **Teaching Temps, Assistant Teacher**
- 1996-1997 **University of Minnesota, O. Meredith Wilson Library**
 Special Collections and Rare Books
Library Assistant III/Research Associate
- Spring 1995 **University of Minnesota, Design, Housing and Apparel**
Project Assistant and Translator to Marian Ortolf-Bagley
 Design and color research in Provence and the South of France.

- 1995-1996 **University of Minnesota**, Education Administration and Human Development,
Program Associate
Coordinator of Emblem Studies Conference (international) and affiliated events at the
Minneapolis Institute of Arts and Saint John's University manuscript library,
Supervisor: Ayers Bagley.
- Summer 1994 **University of Minnesota**, Education Administration and Human Development
Research Assistant to Ayers Bagley, Patrimoine de France, Paris, France.
- 1993-1994 **Art model** for Claude Garache, Paris, France.
- 1991-1997 **University of Minnesota**, Education Administration and Human Development
Research and Administrative Assistant to Ayers Bagley.
- 1986-1990 **University of Minnesota**, Department of Surgery and Transplantation
Principal and Senior Secretary to David L. Dunn, M.D., Ph.D..
- 1981-1986 **Hennepin County Medical Center**, Emergency Room
Emergency Admissions and Registration
Supervisor: Werner Homuth (graveyard shift, daily census).
- 1981-1982 **ArtSpace Projects**, Administrative Assistant to Cheryl Kartes.
- 1980-1981 **The Raven Gallery**, Native Arts/Inuit Prints and Sculpture, Secretary.
- 1979-1980 **Control Data Corporation**, Payroll Division, Temporary Accounting and Payroll Clerk.

Grantwriting: Funded Grants

2001-2004, (\$91,000 renewable).

“Research Development at the College of Saint Catherine.” National Institutes of Health,
E.A.R.D.A. / F.R.E.S.P., Principal Investigator: Lynne Gildensoph, Department of Biology,
Co-investigators: Anita Wallace (grant-writer) and Margaret McLaughlin, Dean of Health
Professions; seed grant project.

1999, (\$2,500).

“Building Access: Wheel Chair Accessible Raised Beds for a Phillips Community Garden.”
Honeywell Neighborhood Block Club Grant. Project funded, but money wasn't used, and was
returned, due to community allocation of this property for housing development.

Teaching Experience and Coursework

Saint Catherine University, Liberal Arts & Sciences,
Social Sciences, Adjunct Assistant Professor, Topic: “Images of the Family.”

Teaching Temps, Assistant Teacher, Early Childhood: Infants to K-6.

University of Minnesota, Landscape Arboretum, Volunteer teacher,
Summer Children's Gardening Program.

University of Minnesota, French Department, Foreign Language Teaching: Theory and
Practice course, research paper topic: "*Graduate Students' Perceptions on Balancing
Teaching, Research and Learning in French at the University of Minnesota,*"
Project adviser: Betsy Kerr.

Research Projects, Papers, Oral and Visual Presentations

"*Preserving an Artistic Legacy: Olimpia Ogilvie.*" Project (*in process*) with Arabella Makari-
Ogilvie and William Neill, Ripon College Development Officer and Alumni Association.

"*Saint Anne Teaching Mary to Read.*" Research assistant to Ayers Bagley.

"*The Iconography of Saint Catherine.*" Personal research project (*incomplete/in process*).

"*Graduate Students' Perceptions on Balancing Teaching, Research, and Learning in French
at the University of Minnesota.*"

"*Images of Education in Poetry: Antiquity to the Twentieth Century.*" M.A. Plan B paper,
created extensive database of poetry.

"*History of Childhood Education in Poetry: Selected Works.*" M.A. Plan B paper.

"*Gladly Would She Learn and Gladly Teach.*" M.A. Plan B paper and Exhibition, Special
Collections and Rare Books, Wilson Library, prototype for Virtual Museum in Education
Iconics at the University of Minnesota, Adviser: Ayers Bagley.

"*Catholic Identity Explored: The Role of Catholic Tradition in the Daily Work of Staff.*"
Saint Catherine University, Staff Participation Circles, panel presentation participant and
coordinator.

"*Creating a Positive Workplace.*" Saint Catherine University, Staff Participation Circles,
Staff Ambassador Program.

"*What's in it for me? Why we need 100% Staff Participation.*" Saint Catherine University,
Capital Campaign and Staff Participation Circles, Staff Ambassador Program.

"*Strategies for Enhancing Community: Building and Growing Healthy Neighborhoods.*"
College of Saint Catherine, *Teaching and Learning Network*, Annual workshop.
Topic: "Learning and Working in a House of Difference." Coordinated and participated in panel
on community garden development with Carolyn Carr, Sustainable Resources Center, Lonnie
Nichols, Phillips Environment and Transportation Committee and Green Institute.

"*A History of Leadership at the College of Saint Catherine.*" Archival display.
Celebration of the Presidential Inauguration of Sister Andrea J. Lee.

“An Eighteen Century Account of French Guyana and the Colony of Cayenne with Emphasis on the Trade of Annato.” Oral presentation on research of an unpublished manuscript in the James Ford Bell Library. Project included transcription and translation from French to English and a brief commentary.

“Earthworks project.” Visiting Artist and Technical Assistant to Professor Erika Doss (Cleveland State U, Art History). Videotaped earthworks and environmental sculpture: Spiral Jetty (Smithson), Double Negative (Heizer), Sun Tunnels (Holt), Lightning Fields (De Maria, unable to film), et al. Doss is currently Professor and former Chair of America Studies, University of Notre Dame. Project funded by a National Endowment for the Humanities grant (Doss).

Published Work

“Discovering Community in a House of Difference.” *Colleagues* magazine, College of Saint Catherine, Volume 7, No. 4, 1999.

“Olimpia Ogilvie: The Gifts of a Teacher.” *Ripon College Alumni Magazine*, Spring 1993.

“Resistance to graft-versus-host-disease following small bowel transplantation.”
Medical illustrations of a bowel transplant in a rat; for journal article in *Transplantation*, Vol. 51, No. 1, January 1991, 51-57, Jacques Pirenne, et al.

“Evidence that combined procurement of pancreas and liver grafts does not affect transplant outcome.” Medical illustrations for journal article in *Transplantation*, Vol. 51, No. 2, January 1991, 150-57, David L. Dunn, et al.

Agassiz Review, Spring 1991 Vol. 2, No. 1, Dept. of English, University of Minnesota, Illustration of a fossilized fish (title page).

Languages

French (fluent), Latin (informal research/reading knowledge).

Interests

Art, poetry, community gardening, cooking, canoeing, hiking, birdwatching, dog training.

Recent

2015 Finalist, Izzy’s Ice Cream, People’s Flavor Awards
Flavor: Toasted Coconut Tortilla Corn Chip Crunch

Exhibition history available upon request.

updated 6/9/2015 alw.



THE COLLEGE OF
ST. CATHERINE

2004 Randolph Avenue St. Paul, Minnesota 55105
tel 651.690.6525 800.945.4599, ext 6525
fax 651.690.8752 www.stkate.edu

May 14, 2003

RE: Candidacy of Anita Wallace for Associate Administrator, Art History #118979

To whom it may concern:

I write to support enthusiastically the candidacy of Anita Wallace for the position of Associate Administrator in the Art History department at the University of Minnesota. Anita demonstrates in clear ways the intellect, determination, affinity for the arts and commitment to service that combine to form an outstanding candidate for your position. In addition to being a woman of integrity and intelligence, Anita has demonstrated her absolute commitment to getting the job done, even under adverse circumstances.

As a college president I connect with administrative staff on a far more infrequent basis than would be my preference. Because of Anita's role at the College of St. Catherine, I have had the opportunity on several occasions to work closely with her on projects related to faculty and faculty contracts. Although these projects are often completed without the luxury of adequate time, Anita is thorough, calm, task-oriented and able to work under significant pressure when necessary.

Aside from her responsibilities in the office of the Vice President for Academic Affairs, Anita has been a leader in the development of a new structure at the College which provides staff with a regular and effective means of communicating with each other and with the College administration, as well as offering a forum to discuss issues which affect their lives as employees. In her role, Anita has been a leader in communicating staff concerns to the administration in a way that is both constructive and enabling. Anita's role in this college-wide endeavor cannot be overstated. She is a leader and effective in achieving stated goals and she does so in a very quiet and unassuming way. Anita understands the critical relationship between role and responsibility and makes her points calmly and effectively, with the usual results being positive. I know Anita to be loyal, able to maintain confidentiality, and willing to do whatever it takes to get the job done.

Regretfully, budget strictures forced the elimination of her position. This position elimination in no way reflects negatively on Anita's capabilities, work performance or willingness to go "above and beyond." We will definitely attempt to reemploy her should a suitable position open. If you beat us to it, you will indeed be the lucky one.

I would be happy to comment personally on Anita's qualifications, if that would be helpful to you. The short statement is: you will be fortunate to have her in your department. Please feel free to call me at (651) 690-6525 or e-mail me at ajlee@stkate.edu. Thank you for the opportunity to enthusiastically recommend Anita Wallace!

Sincerely,

Andrea J. Lee, IHM
President



May 28, 2003

To Whom it May Concern:

2004 Randolph Avenue St. Paul, Minnesota 55105
tel 651.690.6501 fax 651.690.8814 www.stkate.edu

I am writing to support the candidacy of Anita Wallace for a position in your organization. I have had the opportunity to supervise her work and to watch her growth and development. Ms. Wallace has worked for me since 2000.

Ms. Wallace served as the Faculty Contracts Manager and was responsible for the entire process of organizing and preparing the contracts for faculty at the college, including full time, part time and adjunct faculty. She was quite diligent in this work and took great pains to be accurate and thorough in her efforts. In addition, she served as staff liaison with the Faculty Personnel Committee providing them with the necessary faculty data and information in the process of tenure and promotion decisions. This work involved the collection and dissemination of data for the purposes of making recommendations for promotion and tenure recommendations.

Anita has the ability to think broadly about issues. She was always thinking about the implications of decisions and wanted to know the implications of decisions. She is able to carry out projects that involve her in the big picture. At the same time she is able to take care of details. The faculty contract database is quite involved and she has maintained those records admirably.

I know Ms. Wallace to be a person of integrity in her dealings with others. She places high value on an honest and sincere working relationship with her colleagues. She is able to work effectively with all areas of the college, including faculty, support staff and administrators. She takes her work seriously and is effective in her efforts.

Ms. Wallace is able to work independently. She does not need a good deal of direct supervision. She is able to make decisions and to carry out projects that are assigned to her. She is able to handle concurrent tasks and to juggle her responsibilities without apparent difficulty.

It is my pleasure to recommend Anita Wallace as a candidate for this position. I think you would have a dedicated and capable employee in Ms Wallace. She is a broad thinker who can manage detail and concurrent tasks most effectively.

If I can provide additional information, please do not hesitate to contact me. I am most happy to discuss Ms. Wallace's skills and attributes.

Sincerely,

Mary Margaret Smith
Vice President for Academic Affairs

Susan Sexton
894 Delaware Avenue
West Saint Paul, Minnesota
651-455-1894

May 2, 2003

Anita Wallace
2409 25th Avenue
Minneapolis, MN 55406

Dear Anita:

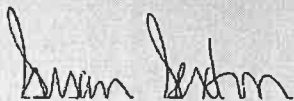
I would like to personally thank you for the special efforts you have made related to the work of the Staff Participation Circles at The College of Saint Catherine.

Your work, as a member of the Staff Participation Leadership Work Group, during this last year is greatly appreciated. Your contributions promoted the Circle objectives: to promote staff participation, to create community, to encourage communication, to promote professional development, to follow CSC strategic direction, to facilitate staff input/feedback, and to enhance work performance. I have admired your willingness to plan and organize the progress reports and the reports to the President's Cabinet, in addition to your willingness to present summary material and data at the President's Cabinet meetings. The Circles have made much progress during the past year.

Your passion for the College's mission has been inspirational to me. The reflections you have expressed regarding the CSC mission have encouraged me to reflect on my own values and how they relate to the College.

Thank you again for your work on the Staff Participation Circles and the insightful conversations we have had while working together. I wish you the very best in the future. Please feel free to share this letter, as you feel appropriate.

Sincerely,



Susan Sexton

THE COLLEGE OF
ST. CATHERINE

2004 Randolph Avenue
St. Paul, Minnesota 55105-1794
(612) 690-6000 FAX (612) 690-6024

May 12, 2003

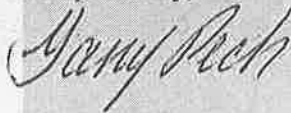
To Whom It May Concern:

I am in the awkward and unpleasant position of recommending to you someone I very much wish my institution, The College of St. Catherine, could retain. Anita Wallace has been a valuable and a valued member of the college; however, because of a considerable shortfall in the institution's operating budget, a number of administrative positions are being eliminated including Ms. Wallace's.

I believe the loss of Anita is a real loss for this institution. Anita's knowledge and skills, her ability to work with a wide range of people in various departments and programs--both academic and non-academic--has been of great value to the college. There are no doubt aspects of Anita's position at the college of which I am ignorant (and such that even if I knew of them would be beyond my competence to remark on). What I do know of her work comes from my being a new department chair several years ago and facing a bewildering array of policies, requirements, procedures and deadlines concerning contracts, course schedules and budgets. I received a file cabinet full of previous paperwork--the history of the department--but little training. Anita helped me to understand some of the important college procedures, she also taught me how to respond deliberately and effectively to institutional demands. As she has with others in a similar situation, she became in effect my mentor with respect to a number of issues. And she managed to import the requisite information with skill, tact and a real sense of camaraderie. I know from talking to others that Anita is very highly regarded both for her expertise and her developed capacity to engage others in a collaborative spirit.

I have tried to give a "snap shot" of Anita Wallace's place at this institution and to give some sense of the technical knowledge and social skills that have made her so important to making it work. I hope also to have conveyed, at least in some small way, the esteem she is held by the members of my institution.

Respectfully,



Garry Pech
Associate Professor and Chair,
Department of Philosophy
The College of St. Catherine
gpech@stkate.edu
651-690-6426



THE COLLEGE OF
ST. CATHERINE

2004 Randolph Avenue St. Paul, Minnesota 55105
tel 651.690.6000 800.945.4599 www.stkate.edu

May 12, 2003

To Whom It May Concern:

I have worked with Anita Wallace throughout her tenure at the College of St. Catherine. Anita meticulously oversaw the faculty contracts database and made it a clean, reliable system. This process required tremendous attention to detail and the ability to cross-reference data from multiple sources. Prior to her work on this database, there were many missing data elements.

Anita was an excellent colleague. It was always a pleasure to work with her. She responded quickly to requests for information, and took initiative to learn more about our database system and its advanced capabilities. She is a diligent worker and would be an excellent addition to your staff.

Sincerely,

Scott J. Pakudaitis

Scott J. Pakudaitis
Research & Data Administrator
Office of Institutional Research & Planning
(651) 690-6515



May 9, 2003

To Whom It May Concern:

This is a letter of reference for Anita Wallace.

I have worked with Ms. Wallace in the area of contracts management both as a department and program chair and as a member of the Faculty Personnel Committee.

As a department and program chair, Ms. Wallace was always available, able to answer questions regarding faculty contract issues and very flexible in adjusting her timeframe to the faculty schedules within my department and program. The graduate program in Library and Information Science is a joint program with an institution in another state. Because our terms and class schedules are different from the College's, we required contracts to be issued and pay periods determined on a different schedule. Ms. Wallace was always able to handle this difference in an efficiently and timely manner.

As a member of the Faculty Personnel Committee, I found Ms. Wallace exceptionally responsive to the committee's need for additional information during promotion and tenure review meetings. Over several years she was able to construct an accurate database of faculty information that is essential to the smooth operation of the promotion and tenure process on this campus.

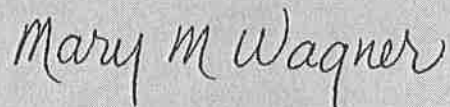
Ms. Wallace is at ease accessing data from various campus databases and preparing reports for various constituencies. She is able to organize information and retrieve it for various needs. She has an exceptional ability to pay attention to and manage details while doing multiple tasks for several different individuals. Her years of administrative experience at St. Catherine's and at the University of Minnesota give her depth in understanding the administrative needs of academic departments.

In addition to working with Ms. Wallace in an administrative capacity, I have come to know of some of her academic and professional interests. She is a very creative individual willing to engage in discussion about many subjects. She has enriched my understanding of art imagery in education and appreciation for travels in France. She demonstrates interest in those around her and is easily engaged in conversation. She is approachable, interesting and interested in learning from others whether they are a colleague or a student.

I recommend Ms. Wallace without reservation for academic administrative positions. She demonstrates the ability to transfer knowledge and skill from one environment to another. Her own intellectual curiosity allows her to succeed in various academic environments and disciplines.

If I can provide additional information or explanation, please contact me at 651-690-6843 or by email at mmwagner@stkate.edu.

Sincerely,

A handwritten signature in cursive script that reads "Mary M. Wagner".

Mary M. Wagner, Ph.D.
Associate Professor
Program Director, Masters of Library and Information Science



THE COLLEGE OF
ST. CATHERINE

2004 Randolph Avenue St. Paul, Minnesota 55105
tel 651.690.6000 800.945.4599 www.stkate.edu

May 9, 2003

To whom it may concern:

As Director of the College of St. Catherine Libraries, I have worked with Anita Wallace for over two years, primarily in her capacity as Faculty Contracts Manager. She is an efficient, thoughtful administrator who listens to department head concerns and works effectively to take care of any problems regarding the issuance of annual and summer contracts for the Library Faculty on our two campuses. While I can only speak from our department's experience, I believe that the faculty have a great deal of respect for Anita's work and will be sorry to see her go.

We have also worked together on the Employee Capital Campaign Committee for the past two years. Anita is a collaborative, creative thinker able to provide good, practical ideas that contribute to the committee's goal, and she will be missed.

Anita's resume testifies to her range of education and work experience. Many of her past job responsibilities have prepared her well for the position advertised. She is a bright, intelligent person with a wide range of personal interests and practical experience in the arts, higher education and as an administrator. Her long list of volunteer activities demonstrate that she is a person who gladly participates in life and willingly contributes to organizations and programs in which she believes. I am confident that she will be the perfect candidate for your position.

Sincerely,

Carol P. Johnson

Director of Libraries, Audiovisual Services & Archives



THE COLLEGE OF ST. CATHERINE

May 28, 2003

2004 Randolph Avenue St. Paul, Minnesota 55105
tel 651.690.6000 800.945.4599 www.stkate.edu

Dear Selection Committee Members:

It is with great pleasure and enthusiasm that I recommend **Anita Wallace** for the position of Associate Administrative Assistant at the Department of Art History at the University of Minnesota. I have known Anita for three years both as a student and as Contracts Administrator at the College of St. Catherine, and I have only the best impressions of her and her work.

Most of the faculty and staff at the College of St. Catherine know Anita Wallace as an excellent administrator, working under extremely tight schedule to process academic contracts, promotion and tenure. The faculty and staff with whom she has worked with have frequently commented on her exceptional commitment to working with diverse groups of people, her effective supervision over all sorts of issues, and her amazing attention to detail. However, as a professor of art history, I have also been able to discover other sides of Anita Wallace that reinforce my perception of her as a well-rounded, broadly educated person; that is her serious engagement with art and culture and her impressive knowledge of art history and liberal arts, all of which strengthen her candidacy for this position.

In my Methods in Art History class, and in our numerous personal discussions, I have noticed that Anita is an extraordinarily sensitive and insightful interpreter of art and culture, and someone who has great skill in integrating practical and theoretical knowledge of the social sciences and the humanities. Her oral presentations and her papers showed her excellent skills in examining complex methodological issues of art history as well as advanced writing and research skills.

Anita Wallace is mature, responsible, articulate, and hard working. She is insistent about making discoveries sharing them with others in a probing and energetic discussion. She has been always scrupulous and indefatigable in her research and fact-finding for numerous art history projects, and has always produced the most thoughtful, original, and well-written papers. In my art history class she has been outstanding in her tendencies to tackle problems searchingly, to avoid easy interpretations, and to push herself continuously in new directions. I think that these qualities as well as her extensive administrative experience would make her a perfect candidate to work in the Department of Art History.

Anita is also tremendously exciting to her colleagues, as she regularly impresses upon them the great excitement of intellectual engagement. She is a dynamic person and avid questioner; yet in all of this she has always been inspiring, rather than intimidating to others. I believe that these qualities are essential for anyone interested in work at the academic level, even if it includes administrative position. It is for all these reasons that I believe that Anita Wallace will be a tremendous asset to your program. I am recommending her enthusiastically and with no reservations whatsoever.

Sincerely,

Joanna Inglot, Ph.D.
Associate Professor of Art History
The College of St. Catherine
St. Paul, MN 55105
Tel. 651/690-6809



THE COLLEGE OF
ST. CATHERINE

**Department of Physics
College of St. Catherine
2004 Randolph Avenue
St. Paul, MN 554105
(651) 690-6598**

To Whom It May Concern:

May 1, 2003

I write this letter to support an application Ms. Anita Wallace has for employment with your organization. I have known Anita for the past several years in her capacity as Contract Administrator at the College of St. Catherine.

Anita has been thorough in completing her tasks. As department chair in physics I have come in frequently with hiring adjunct faculty members as needed. Often the timing was short but she adapted quite well to any circumstances. It was always my pleasure to work with her because she never was upset with deadlines or pressures. I appreciate that and know she will work with anyone in an objective and dignified manner.

I give Anita my highest recommendation without reservation. If you require further information, please advise.

Sincerely,

Terrence F Flower
Professor and Chair
Department of Physics

THE COLLEGE OF
ST. CATHERINE

2004 Randolph Avenue
St. Paul, Minnesota 55105-1794
(612) 690-6000 FAX (612) 690-6024

May 13, 2003

To Whom It May Concern:

I am pleased to recommend Anita Lenore Wallace for a position as Associate Administrator in the Department of Art History at the University of Minnesota. I have known Anita for more than a decade, and have seen her grow as an artist, friend, and most recently, a colleague. I recommend her not because she is my friend, but because I have been a witness to Anita's development and dedication to the diverse jobs she has held. I believe Anita will give the same extraordinary attention to her work as an associate administrator. I also believe her experience and many gifts will surprise and invigorate your community.

As her curriculum vitae illustrates, she is a person of many talents and commitments. On the one hand, her extensive education has made her capable of creating artistic and educational projects that demand an expansive and innovative vision; on the other hand, her work in different administrative milieus has trained her to sharpen her (already fierce) skills for noticing details. She is very professional, and has a keen ability of finding obscure editorial mistakes that would otherwise escape the rest of us. I would argue that Anita's greatest gift is her ability to combine a macroscopic and microscopic vision. I have seen the results of this unique vision in her artistic projects, and, on a personal but important note, her cooking. Her skill as a cook provides a perfect analogy that better defines her approach to the projects she undertakes: she prepares elaborate and elegantly arranged meals that leave her guests speechless and wanting more.

On a professional note, Anita's diverse work experience – as an assistant teacher, a contracts and grants manager, and a library assistant to name a few – makes her an ideal candidate for a job as an associate administrator. She has the computer experience, the organizational skills required to multitask, and her communication skills (she is bilingual) make her an invaluable asset to the university community. Besides, she has traveled extensively, and her knowledge of literature and the arts has made her a curious and a well-informed, educated person.

Those people like myself who have worked with Anita here at the College of St. Catherine all say the same thing: she is dedicated, creative, and a very considerate, professional person. For these reasons I urge you to consider her as a strong candidate for your job. She will not disappoint you, and I am sure her work ethic and spirit will bring a dynamic edge to your community.

Respectfully,



Francine Conley, Assistant Professor Of French
College of St. Catherine, St. Paul, MN