

# JANETTE C. BROWN

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## EDUCATION

Ed.D, Higher Education Administration, University of Southern California 2004  
M.Ed., Post-Secondary Administration, Student Affairs, University of Southern California  
M.A., Housing Design, California State University, Los Angeles  
B.A., Education, Whittier College & Secondary Teaching Credential  
MBTI, Qualifying Program Certificate (*Myers-Briggs*), 2005  
USC Coaching Certification, 2018 (ICF Certified -The Goldvarg Consulting Group)

## UNIVERSITY EXPERIENCE

**Assistant Vice Provost, Emeriti Center and Emeriti College** 2005 - Present  
**Adjunct Faculty, USC Davis School of Gerontology** 2013 - Present

### University of Southern California, Los Angeles, CA

Leads and designs, develops, manages, and administers programs and services for USC retirees, employees and USC campuses. Creates inclusive multigenerational/multidisciplinary/multicultural programs open to campus and community. Responsible for policy, personnel administration, budgeting, marketing, public relations, fundraising, and research related to programs. Develops and implements donor strategies

- Creates, leads and directs programs, services, and initiatives of the USC Emeriti Center and Emeriti College
- Contributes each year to Diversity Week utilizing students for experiential learning
- Secured and managed Alfred P. Sloan Foundation \$100K grant and manages six endowments
- Partners with USC Schools and units for inclusive multigenerational/multidisciplinary/multicultural programs for faculty, staff, students and community
- Originates new educational and cultural programming for multiple populations such as: Interprofessional Health Care Symposiums, Aging Well, Emergency Preparedness, Caregiving, Brain Wellness, Identity Theft, Occupational Therapy zoom workshops, Encore Careers, Hearing Health, Medicare D, Fit For Life Physical Therapy workshops, Legal and Financial Literacy workshops, iPad Overview, Elder Abuse, Gerontology Panel, etc.
- Created intergenerational programming: Trojan Table (monthly student dinners); Trojan Connections (calling program during COVID-19); Intergenerational Zoom Learning Sessions
- Created a university (IIM) small grants program for students and faculty to fund multigenerational/multidisciplinary/multicultural programming

## JANETTE C. BROWN

- Co directed “New Life Stage” research project with author and aging expert, Helen Dennis
- Authored Faculty Legacy Chapter and co-authored AROHE Chapter for ACE/Sloan 2014 Book: *Faculty Retirement: Best Practices for Navigating the Transition*
- Presents at various professional conferences and webinars annually
- Sponsors several internationally focused programs: Forum on Global Change, Inamoto Japanese Cultural Events, International Students Coffee Hour and Trojan Global Intergenerational Friends mentoring program
- Created the Trojan ENCORE program engaging retired faculty and staff for campus volunteer and paid part-time campus positions and the Trojans Helping Trojans volunteer program
- Created Wellness Series and develops resources for retirees and campus communities
- Instigated a special annual campaign with matching funds to raise more than \$144,000
- Increased Emeriti College community programs to more than 200 annually
- Initiated regional socials for USC retirees and alumni
- Published two copyrighted resource booklets, “Upon the Death of a Loved One” and “My Confidential Documents”
- Supports Emeriti College off campus programs: Huntington Library, Skirball Cultural Center, USC Pacific Asia Museum, USC Orange County campus, libraries in various locations
- Oversees the USC Living History Program
- Led the Emeriti Center community in new partnerships with the Retirement Benefits Navigator and Faculty Retirement Navigator, USC Alumni Association, Half Century Trojan Alumni, USC Career Center, the Center for Work and Family Life and the USC Credit Union for Emeriti Center initiatives, services, programs, classes, and events

### **Executive Director, Association for Retirement Organizations in Higher Education (AROHE)**

2005 – 2019

Volunteer position: Managed the international non-profit organization and executed directives as presented by the volunteer board.

- Conducted research on retiree organizations and supervised membership and financial management
- Presented survey data across the U.S. and Canada
- Consulted with universities to create and improve retiree campus organizations
- AROHE President role 2006-2008; secured volunteer leaders to develop and expand membership
- Created, conducted, and presented data for AROHE research surveys 2008, 2010, 2012, and 2018
- Chaired and managed biennial AROHE Conferences in 2008, 2010, and 2012
- Led a web team to develop a new membership web site
- Planned and executed AROHE Board’s 2015 Strategic Planning retreat
- Honored with the title: Executive Director Emerita, July 2019 after 14 years of volunteer service

## **JANETTE C. BROWN**

### **Associate Director, USC Career Center**

**University of Southern California, Los Angeles, CA**

2001 - 2005

Developed, implemented, and managed specialized programs and resources, delivering world-class career services to all constituencies working cooperatively with students, faculty, and employers. Established the first internship office within the USC Career Center to meet the expanding demand of student education through internships.

- Taught *Theories of Career Development* in the USC Rossier School of Education
- Developed programs, policies and procedures for the new internship office
- Advised students; presented workshops to students and parents
- Managed the growth of the Experiential Learning Office serving more the 7,000 students
- Developed and directed the Freeman Fellows Program
- Implemented the \$650,000 grant placing 100 USC students in high-quality internships throughout 15 East Asia cities over five years
- Managed Mexico Summer Internship Program
- Co-created and co-administered the nationwide Survey for Internship and Co-op Professionals in Higher Education (2001 and 2004)
- Co-authored article presenting survey results
- Developed and maintained local and international internship contacts
- Created USC Internship Week, a program serving over 1,000 students per semester
- Managed assigned staff and student workers to meet the demands of the center
- Conducted student and professional workshops designed to educate students and provide support for future decision-making
- Served as university representative to promote internship programs in the U.S. and abroad including conferences, USC committees, and other career related events

### **Assistant Director, Career Planning and Placement Center**

**University of Southern California, Los Angeles, CA**

1996 - 2001

Managed employer relations and full-time and internship employment programs. Consulted and partnered with major Fortune 500 companies to maximize recruiting and retention programs. Developed new working relationships with academic units within the university to maximize student participation in all Center employment programs

- Advised and conducted workshops serving over 1,300 students in the first six months in the position to more than 4,000 students per year over a five year period
- Trained and mentored new internship advisors and student workers
- Prepared annual reports, statistics, evaluations, publications, and training materials for students, faculty, and employers
- Promoted career services through presentations to all constituencies to heighten the profile of the center and its world-class services

# **JANETTE C. BROWN**

**Recruiting Manager, Career Planning and Placement Center  
University of Southern California, Los Angeles, CA**

1995-1996

Directed the Campus Interview Program for approximately 2,800 on-campus interviews per year. Consulted with and advised students, parents, alumni, and corporate recruiters.

- Increased variety and number of interviewing organizations by 10 percent
- Trained and evaluated student support staff
- Promoted sponsorship and donations resulting in first year contributions of \$18,000
- Performed liaison support for Accounting, Business, and Engineering schools

## **TEACHING EXPERIENCE**

**USC Rossier School of Education  
Lecturer, EDCO 248: Theories of Career Development**

2003-2005

Instructor of an undergraduate course examining major theories and concepts of career development and the role of work in contemporary society. Course prepared students to better understand the impact of the psychological and economic factors that shape the career decision-making process throughout a lifetime. The curriculum included workplace communication, diversity, the changing expectations of employers and employees, and emotional intelligence.

## **FELLOWSHIPS, AWARDS, GRANTS**

Amy King Dundon-Berchtold University Club of USC 2020 Honoree

One of 19 staff selected for dedication to students, staff, faculty and the community; innovating new approaches, strategies or programs that advance diversity, equity and inclusion; sharing personal expertise to advance diversity, equity and inclusion

President's Award for Staff Achievement Award - March 2019

One of the most coveted honors at the university. Presented by the president to a current, full-time staff member who has made exemplary contributions to university life, enhanced morale, and demonstrated enthusiasm for and dedication to the Trojan Family

Women in Management (WIM.org) Honorary Member Award - November 2015

For significant contributions to professional development of women at USC

Preparedness Champion Award - March 2015

Recognition of exceptional commitment to emergency response planning at the University of Southern California from USC Fire Safety & Emergency Planning

Alfred P. Sloan Award for Faculty Retirement Transitions \$100,000 Grant (2012-2015)

Managed by the American Council on Education (ACE) conferred upon the USC Emeriti Center to develop currently successful faculty retirement transition programs and implement new ones. Emeriti Center programs acknowledged as best practices in higher education

## **JANETTE C. BROWN**

AARP Top 50 Best Places to Work Award – 2011 Granted to USC - AARP acknowledged the Emeriti Center Trojan ENCORE Program as a best practice

Service Award from the USC Retiree Community - December 2011  
Conferred by the USC Retired Faculty Association and USC Staff Retirement Association

USC Freeman Fellows Internship Grant - \$650,000 by the Freeman Foundation 2001-2005  
Grant to create and implement an Asian summer internship programs for undergraduates of all majors. 100 students participated in 15 cities

HERS Institute of Higher Education Scholarship – 2002  
USC funded scholarship for the Summer Institute for Women in Higher Education Administration at Bryn Mawr College in Philadelphia

USC Mexico Fellows Grant \$100,000 2004-2005  
For USC Career Center to create and implement a summer Mexico City internship program for undergraduates of all majors

Rising Leader Award – National Society of Experiential Education 2004  
For contributions to the field of experiential education, creating an online research survey

USC Student Affairs Student Service Award - 1998

USC Leventhal School of Accounting Student Service Award - 1997

### **RESEARCH AND TEACHING INTERESTS**

Campus-based retiree organizations in higher education; intergenerational learning; best practices survey research; Wellness programs and resources for retired faculty, staff, and intergenerational groups; Guided Autobiography; Resources for wellness, safe and independent living

### **ARTICLES, CHAPTERS**

2018 “Reinventing Academic Retirement” (Chapter 4) in “New Directions for Higher Education, no. 182”, Summer 2018. Roger G. Baldwin, editor, Deborah Jones, co-authors. Wiley, Jossey-Bass.

2014 “Dignity in Retirement Is Not Too Much to Ask,” The Chronicle of Higher Education November 24, 2014. Article co-written with Sue Barnes and David Perlmutter.

2014 “Developing a Legacy” (Chapter 7) and Association of Retirement Organizations in Higher Education (Chapter 15) in the American Council on Education book: “Faculty

## **JANETTE C. BROWN**

Retirement: Best Practices for Navigating the Transition” (Edited by Claire Van Ummersen, Jean McLaughlin, Lauren Duranleau).

- 2012 “AROHE Captures Trends in Retiree Privileges New Retiree Organizations: What AROHE Can Do for You.” *SUNY Retirees Service Corps Retirees Newsletter*, State University of New York, Volume 1, Number 3, September 2012, page 2.
- 2008 “Changes in Academia: Retirement, Productivity, and New Roles.” Book chapter in European Research Institute on Health and Aging, *Releasing the Potentials of Senior Scholars and Scientists: Emerging Productivity in a New ERA*. Henk A. Becker, Johannes J.F. Schroots (eds.), ISBN 978-90-6701-021-4 (with James E. Birren, and Robert R. Scales).
- 2004 “Creating a Grant-Funded Pacific Rim Internship Program.” Published Proceedings Article, National Society of Experiential Education, April.
- 2003 “Internships and Experiential Education.” USC Office for Parent Programs Spring Newsletter.
- 2002 “Benchmarks for Internship and Co-op Professionals.” National Association of Colleges and Employers, Fall Issue.

## **RESEARCH REPORTS**

- 2013 “Differences between Centers and Non-Centers among Retiree Organizations in Higher Education in North America, 2012” Ronald Anderson, University of Minnesota and Janette Brown, University of Southern California.
- 2011 “Best Practices In Campus Retiree Organizations.” Canadian Federation of University Retiree Associations Conference Proceedings Publication.
- 2009 “AROHE Survey Comparisons.” Canadian Federation of University Retiree Associations Conference Proceedings Publication.
- 2007 “Situation and Circumstances Survey Report.” USC Emeriti Center.
- 2004 “Survey of Internship and Co-op Professionals in Higher Education.” Conference Proceedings Publication, October.

## **JANETTE C. BROWN**

### **CONFERENCE PRESENTATIONS**

Co-Presenter for Age Friendly University Initiative, "Including and Accommodating Age and Ability Diversity with Alumni, Retired Employees, Family Members, and Donors Who Visit and Volunteer", USC Diversity and Inclusion Awareness Week, January 22, 2019.

Co-Presenter, "Successful Retiree Faculty/Staff Organizations and Collaborations", "Jumpstart Your Retiree Organization with the AROHE Consultation Service", "Sustaining and Growing Your Retirement Center", Association of Retirement Organizations in Higher Education, Emory University, October 2018.

Invited Co-Presenter, "The Upside of Emeriti", ACE Conference: Sharing the Knowledge: Navigating Retirement Transitions, University of Southern California, January, 2016.

Invited Presenter, "AROHE Academy: Starting a Retiree Organization" and co-presenter: "Best Practices for Faculty Retirement Transitions," Seventh AROHE International Conference.

Invited Presenter, "The Utilization of Retired Faculty and Staff at Universities in the United States and Canada" at the Conference: "Toward an Intergenerational Solidarity Aged: International Conference of Elder Education and Intergenerational Learning In 2014," Ministry of Education, Taiwan and Department of Adult and Continuing Education & Graduate Institute of Elder Education, National Chung Cheng University, Taipei, Taiwan, March 2014.

Co-Presenter, "Philanthropic Strategies: Engaging Retired Faculty and Staff", CASE District VII Conference (Council for Advancement and Support of Education), "Seismic Shifts: Reinventing Ourselves, Reshaping Advancement," in San Francisco on March 1-3, 2013.

Presenter, "AROHE Pre-Conference Workshop - Starting a Retirement Organization" and "AROHE Survey Update," Sixth AROHE International Conference, Association of Retirement Organizations in Higher Education, Chapel Hill, North Carolina, October 2012.

Invited Presenter, The SUNY Retirees Service Corps, Second Biannual Conference, "Where We Have Been and Where We are Going." November 2011.

Invited Presenter, "2012 AROHE Survey Update." Canadian Federation of University Retiree Associations Tenth Annual Conference, Victoria, B.C. April 2012.

Panelist, "Trends and Best Practices." Fifth AROHE International Conference, Association of Retirement Organizations in Higher Education, Wesleyan University, October 2010.

Invited Panelist, "How Retiree Associations Do and Can Influence Decisions that Affect Their Members." Canadian Federation of University Retiree Associations, The Toronto Conference, York University and Seneca College, May 2010.

Invited Presenter, SUNY Retirees Service Corps Inaugural Conference, "National and International Perspectives on Academic Retirement Organizations: AROHE Survey of College and University Retiree Organizations." November 2009.

## **JANETTE C. BROWN**

Presenter, "AROHE Survey: What We Have Learned About Retiree Organizations." Fourth AROHE International Conference, Association of Retirement Organizations in Higher Education, Los Angeles, October 2008.

Presenter, "Survey of Retiree Organizations in Higher Education." American Society on Aging Conference, 2008 and 2009.

Invited Presenter, "Canadian Responses to the AROHE Survey of Retiree Organizations in Higher Education." Canadian Federation of University Retiree Associations Conference, Montréal Session VIII, May 2008.

Presenter, "2004 Survey of Internship and Co-op Professionals in Higher Education." National Society of Experiential Education, October 2004.

Presenter, "Creating a Grant-Funded Pacific Rim Internship Program." Global International Internship Congress, Stuttgart, Germany, April 2003.

Presenter, "2004 Survey of Internship and Co-op Professionals in Higher Education." National Society of Experiential Education Conference, October 2004.

Presenter, "Creating a Pacific Rim Internship Program" Western Association of Colleges and Employers Conference, January 2004.

Presenter, "Creating a Grant-Funded Pacific Rim Internship Program Workshop Presentation", NSEE - National Society of Experiential Education Conference, October 2003

Presenter, Research Presentation: "Promising Practices: An Inspirational Story from Asia." American College Personnel Association Conference, April 2002.

Presenter, "Internship Survey Results Workshop Presentation." National Society of Experiential Education Conference, October 2002.

Presenter, "Research Roundtable: Survey of Internship and Co-op Professionals in Higher Education." National Society of Experiential Education Conference, October 2001.

### **GUEST LECTURES & WEBINARS**

Invited Speaker, AROHE.org webinar, AROHE Idea Exchange Webinar: Ask AROHE, November 10, 2020

Invited Speaker, American Association of American Medical Colleges, AAMC Faculty Life Cycle Webinar Series, Part 5: Engaging Late Career Faculty and Creating Meaningful Transitions to Retirement, Friday, July 8, 2014, 4 p.m. ET

Invited Presenter, "Career Perspectives, Intergenerational Learning and Guided Autobiography," National Changhua University of Education, Changhua, Taiwan, March 2014.



## **JANETTE C. BROWN**

Invited Presenter, Examples of Innovative Approaches – “Report on the USC Emeriti Center and AROHE Survey of Retiree Organization Practices,” Committee on Science, Engineering, and Public Policy (COSEPUP) Workshop on Arc of the Academic Research Career: Issues and Implications for U.S. Science and Engineering Leadership. National Academy of Sciences, Washington D.C., September 2013.

### **PROFESSIONAL MEMBERSHIPS**

International Coach Federation (ICF) (2018- Present)

AcademicKeys Who's Who in Senior Administration Higher Education (WWSAHE) 2015-Present

American Society on Aging (ASA) (2006 – Present)

National Council on Aging (2006 – Present)

College and University Work-Life-Family Association (2014 – Present)

Council for Advancement and Support of Education (2012-Present)

Association of Retirement Organizations in Higher Education (2005 – Present)  
Executive Director 2005-2019

Association for Gerontology in Higher Education (AGHE); Gerontological Society of America (GSA) (2006-Present)

American College Personnel Association (2002-2005)

Canadian Federation of University Retiree Associations (2007-2019)

Global International Internship Congress (2002-2004)

National Society of Experiential Education (1999-2007)

National Association of Colleges and Employers (2000-2005)

National Association of Student Personnel Administrators (2002-2006)

Western Association of Colleges and Employers (1996-1999, 2002-2006)

### **PROFESSIONAL ASSOCIATION SERVICE**

Association of Retirement Organizations in Higher Education (2005 – Present)  
Executive Director (2005-2019); AROHE Conference Co-Chair (2008, 2010, 2012, 2014, 2022)

## **JANETTE C. BROWN**

National Society of Experiential Education (1999-2007) Professional Development Committee (2004-2007); Chair (2004) Regional Workshop at USC and Internship SIG Co-chair (2004-present)

Western Association of Colleges and Employers (1996-1999, 2002-2006), Chair (1997) WACE Exchange at USC

### **PUBLIC AND COMMUNITY SERVICE**

Leo Buscaglia Foundation Board of Directors (2017-Present, Board Vice President 2021-)

The Financial Awareness Foundation 2018-Present; 2018 Distinguished Co-Honorary Chair for Improving Financial Awareness & Financial Literacy Movement (2018- 2019)

USC Community Based Learning Collaborative (2003-2009)

USC Good Neighbors Campaign, Co-Chair (2000-02), Office Representative (1999, 2003-2005, 2011, 2012)

Various community sponsorships for local high school students college preparation

### **USC ORGANIZATIONS AND SERVICE**

USC Academic Honors Convocation Committee & Lifetime Achievement Award Committee Coordinator (2015-Present)

USC Honorary Degree Committee Coordinator (2021-Present)

USC Healthy Campus Advisory Committee (2022-Present)

USC Deans of Faculty Council (2006-present)

USC Committee on Mentoring (2015-2018) Provost's Office & Academic Senate joint initiative

USC Accessibility Advisory Committee (2012-2018) ADA disabilities and access issues

USC Civic Engagement Alliance (2016-present) Connects all USC divisions with the community

USC Title IX Advisor (2015-2018) provide student support navigating the investigation process

USC Employee Communications Advisory Council (2018-present)

USC Skull and Dagger Society (2012-life) Oldest honor society at USC. By invitation only honoring service and commitment to USC

## **JANETTE C. BROWN**

USC Alumni Relations Council (2009-present)

USC Living History Project Committee (2005-present)

USC Safe Communities Task Force (2008-2016). USC became the first university to be formally designated an International Safe Community by Safe Communities Canada, the World Health Organization Collaborating Centre on Community Safety Promotion.

USC Annual Giving Council (2006-Present)

USC Age Friendly University Initiative, team leader; Retired Community; member, Learning Opportunities and Community Engagement (2018-Present)

USC WALI - Wellness and Learning Initiative (2013-2016)

USC University Club Board of Counselors (2006-2010; 2012-2016)

USC Cost and Service Advisory Board (2006-2009) *Organization Improvement Services*

USC Retired Faculty/Staff Benefits and Resources Committee (2006-2019)

USC Faculty Fellow/Faculty Staff Mentor (2001-2014)

USC Town and Gown (2006-Present)

USC Women in Management (2000-Present); Co-Chair Professional Development (2000-2007); Honorary Member Award (2015)

USC Center for Black Cultural and Student Affairs, Mentor (2002-2006)

USC Disability Services liaison for the Career Planning and Placement Center (2003-2005)

USC Ad Hoc USC International Committee (2001-2005)

USC LeaderShape Institute, Facilitator (January 2004)

USC 2004 Order of Omega Leadership Retreat Presenter (February 2004)

USC Internship Presentation for USC Board of Trustees Student Affairs Committee (Fall, 2002)

USC Student Affairs Development Committee (1999-2002)

USC Emerging Leaders Program Mentor (2000-2005)

USC Alumni Career Conferences (1997-1998)

USC Alumni Association Parents Association (1996-2001)