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SHELBY M. SCALES

EXECUTIVE PROFILE A dynamic, collaborative leader with more than 10 years of executive-level experience, strategic and solutions-oriented, outstanding written and verbal communication skills, diversity, equity and inclusion advocate and regulatory compliance professional with experience in the transportation industry, municipal and state government, private and nonprofit sectors.

**PROFESSIONAL
EXPERIENCE**

VP, CENTER FOR PROFESSIONAL SERVICES

THE INSTITUTE, DURHAM, NC

2021-Present

Reporting to the CEO, the VP- Center for Professional Services (Center) provides leadership, strategy, operations in management to a group practice area. The VP works with the president/CEO and leadership to continually refine and implement the strategic growth plan to expand and position the National Institute as a leader in providing minority business development services on a national scale including public-private collaborations, supplier inclusion, DEI, and executive management trainings. The VP is responsibility to work with Institute leadership team and employees to execute and accomplish the goals and metrics of the practice area business plan. Responsibilities include oversight leadership in marketing, business development, operations, staff profession development, client services and financial performance of the Center for Professional Services. VP balances internal management and external leadership, business development and national visibility to support the goals of the practice area.

DIRECTOR, OFFICE OF CIVIL RIGHTS

NORTH CAROLINA DEPARTMENT OF TRANSPORTATION, RALEIGH, NC

2017 -2021

Reporting to the Chief Deputy Secretary, as Director responsible for advocating, administering, implementing, and monitoring the Department's Civil Rights Programs. Programs include Equal Employment Opportunity, American's With Disabilities, Title VI and Environmental Justice, Business Development, Historically Underutilized Business Program, External Contract Compliance, On-the-Job Training, Certifications, Small and Disadvantaged Business Enterprise Program.

ACHIEVEMENTS HIGHLIGHTS

State Online Certification and External Compliance Portals. Project owner, negotiated resources, and executed agency technology integration for end users to submit certification applications and contract compliance stakeholders report submissions for OJT and EEOC programs. Initiated two successful technology expansion projects helping to streamline submissions and reduced response time by staffers. Implemented agency diversity spend executive committee and spend scorecard providing governing Board real time assess to diversity performance across the agency.

Organization DBE Liaison. Review and advise management and contract staff in the administration of the Federal and State programs. Facilitate appeals process, discrimination complaints, goal setting and good faith efforts committee. Developed and implemented agency Diversity Spend Sourcing and Scorecard initiative. Project Owner for agency disparity study 2020.

Provide leadership and expertise on all aspects of regulatory compliance to ensure that External and Internal labor compliance standards are successfully introduced and maintained. Ensure compliance of EEO, ADA, Title VI, OJT and EEOC as described by FAA, FHWA, FTA, FRA, USDOT, DOJ and NC Legislative Statutes. Lead Project Manager for agency Disparity Study, Minority Business Economic Impact and Disaster Recovery White papers.

Business Development and Supportive Services Programs. Responsibilities include assisting firms in the areas of business management, bidding, bonding, insurance, licensing, financing, safety and identifying contract opportunities.

Legislation and Policy. Represent agency on DEI program development, policy reviews and best practices. Serve in multiple roles of advocacy, community engagement and outreach. Development and implementation of agency DBE Program Plan 2020-21.

PRESIDENT/CEO

AIRPORT MINORITY ADVISORY COUNCIL (AMAC)

CRYSTAL CITY, VA

2011-2016

Served as nonprofit chief executive officer for nonprofit association dedicated to the advancement, advocacy and inclusion of minorities and women in the aviation industry. Responsibilities include policy development, advocacy, and education within, small business training, FAA administrators program training, and community engagement. Primary roles included nonprofit management and business development. Major milestones were revenue generation supporting the operations and foundation scholarships of the association. Assisting FAA- OCR in

developing the required DBELO training, and support of AIP legislative updates.

Small Business Program Officer

Raleigh-Durham Airport Authority

Morrisville, NC

2003-2011

Manage supplier diversity business program for airport authority. Administering the Federal DBE/ACDBE Programs and the State Historically Underutilized Business program. Major milestone accomplished was implementation of Authority HUB Program, Small Business ACDBE Loan Program and 25% HUB participation on Terminal II Project.

EDUCATION

1990

BA, COMMUNICATIONS

UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL, NC

2004

CERTIFICATE MINORITY EXECUTIVE BUSINESS PROGRAM

TUCK BUSINESS SCHOOL AT DARMOUTH, NH

2019

Certificate, Certified Compliance Administrator

MORGAN STATE UNIVERSITY, BALTIMORE, MD

AFFILIATIONS

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TRAINER AND
SPEAKER

Numerous national workshops covering topics in transportation, small business capacity building, marketing, joint ventures, collaborative bridge builders, unconscious bias, and youth leadership trainings.