EDUCATION

University at Buffalo, State University of New York...Buffalo, NY

Department of Educational Leadership and Policy

Ph.D. Higher Education Administration

Missouri Baptist University...St. Louis, MO

Graduate Education Division

M.A. Counseling

Missouri State University...Springfield, MO

Department of Kinesiology

B.S. Recreation and Leisure Studies, Emphasis in Community Recreation

August 2006

April 2010

Present

PROFESSIONAL EXPERIENCE

Director of Learning Support Services Monroe Community College...State University of New York

August 2018 – Present

As the Director of all college-wide learning assistance programs, I manage a department with 8 full-time and over 100 part-time employees. Specific responsibilities and initiatives include:

- Assess Learning Support Systems department needs, prepare budgets, approve expenditures, supervise hiring, prepare and review performance evaluations, and evaluate department's overall effectiveness
 - Led development of a comprehensive strategic plan for learning assistance programs across the College, which resulted in centralizing tutoring services under one department, minimizing the duplication of services and achieving significant expense reduction
 - Transformed recruitment and hiring procedures, professional development and supervision of department staff, and implemented performance evaluation process to support employees' professional growth
 - Adopted college-wide standard default pay rates for part-time tutoring staff to ensure fair and equitable wages
 - Launched an online tutoring platform in response to the COVID-19 pandemic, sustaining academic supports, tracking student data, and preserving jobs of part-time employees
 - Developed tutor training program based on the standards of the College Reading and Learning Association (CRLA) and awarded Level One Certification
 - Collaborate with all academic departments and serve as a resource for faculty and staff on student academic
 achievement
- Project Director for Perkins Grant, providing support for Career and Technical Education programs
 - Submit annual grant reports
 - Restructured learning assistance programs under Perkins grant, improving the department's capacity to
 effectively track data and maximize grant resources
- Program Director for TRIO Student Support Services (SSS)
 - Applied for and received TRIO Student Support Services Grant from the U.S. Department of Education totaling \$1.5 million over 5 years
 - Submit reports and grant renewal applications, and ensure full compliance with the Higher Education
 Opportunity Act of 2008, SSS regulations, the Education Department General Administrative Regulations
 (EDGAR), and all other applicable federal regulations and requirements
 - Redesigned and rebranded TRIO to enhance the program's visibility, and align services with current best practices and maximize opportunities for supporting students
- Launched Course-Based Learning Assistance
 - Program targets historically difficult courses with supplemental instruction and embedded support
 - Data indicates a significant increase in the number of students successfully completing courses

- Implemented Monroe Community College's Academic Coaching program
 - Dedicated to ensuring students have a smooth transition to college
 - Provides assistance for students experiencing academic challenges by collaborating with faculty to provide embedded support
 - Provide students with skills pertinent to academic success
- Maintain MCC's Hillside Partnership
 - Collaboration with community organization that serves as a pipeline for high school students to college
 - Partner with Hillside to ensure program participants experience a smooth transition to college by connecting them to a myriad of institutional resources
- Engage in multiple campus-wide committees, including Learning Support System Advisory Council, Learning and Planning committee for ESL grant, Learning and Progress, SUNY Guided Pathways workgroup, Employee Experience Workgroup in response to COVID-19, DEI Workgroup for Teaching and Learning, Student Success Committee, Co-chair Student Resource Committee, Chair Centralization of Tutoring Services Committee, employee search committees

Institutional Coach
Guided Pathways Initiative...State University of New York

August 2019 – Present

- Work with SUNY Erie Community College and SUNY Rockland Community College to support student success reform via Guided Pathways framework
 - Coach senior-level administrators and other campus constituents
 - Introduce colleges to SUNY'S REACH program (Racial Equity for Adult Credentials in Higher Ed), focused on increasing equity through attainment of non-degree and Associate degree credentials

Program Coordinator, Equity and Campus Diversity Buffalo State College... State University of New York

 $August\ 2013-August\ 2018$

- Developed and implemented the I LOVE Consent, Title IX sexual assault awareness campaign, including workshop facilitation and peer educator training
- Launched the Men of Merit college retention program for minority male students
- Managed program budget and pursued grant funding
- Assisted the Chief Diversity Officer/Title IX Coordinator in monitoring campus compliance with all federal and state laws and SUNY policies
- Collaborated with academic departments and nonprofit organizations to develop campus and community diversity programming and materials, including
 - Equity and Campus Diversity Office Newsletter
 - Exploration of Student Cultural Competence Leadership Program
 - Diversity Dialogue Speaker Series
 - Beyond Boundaries: Dare to Be Diverse Film and Discussion Series
 - Equity and Diversity Music Series
 - Ferguson Missouri Letter Writing Project
 - Diversity Poetry Slam
 - Equity and Campus Diversity Student Ambassadors Program
 - Heritage Celebrations
- Trained, supervised, and evaluated graduate assistants, student interns, and classified staff
- Served on multiple campus-wide committees, including the President's Council on Equity and Campus Diversity (Chairperson for Strategic Planning Subcommittee, Mini-grant Awards Committee, and Special Program Recognition Committee), College Planning Council, International Student Advisory Council, Students of Concern Care Team, Conduct Review Committee, Campus Safety Forum, Judicial Board (Member and Student Advocate), Faculty and Staff Appeals Committee, Weeks of Welcome Programming Committee, and employee search committees
- Advised student clubs and organizations (NAACP and Iota Phi Theta Fraternity)

Campus Coordinator, African-American Male Initiative

January 2011 – July 2013

St. Louis Community College...Forest Park Campus

- Provided academic advising and individual student counseling
 - Assessed students' academic needs; assisted with goal-setting and developing plans for success
 - Monitored students' grades through academic early alert system
 - Inventoried students' personal barriers to success and assisted them in accessing appropriate resources
 - Assisted students with community service referrals and opportunities
- Organized program recruitment activities and supervised full- and part-time staff
- Collaborated with community organizations, enrollment management, and academic departments to increase recruitment and optimize student success and retention
 - Conducted workshops at area middle and high schools covering college programs and readiness
 - Served as Community Outreach Coordinator for African-American Male Initiative
- Developed new protocols for improving student retention
 - Revamped academic and college orientation workshops and seminars
 - Served as Adjunct Instructor for "College: First Year Experience"
- Facilitated workshops, advised student groups and served on campus committees
 - Directed quarterly panel discussions on diversity and inclusion for students, faculty, and staff
 - Facilitated conflict resolution workshops for students and campus personnel, and mediated disputes between students and faculty
 - Advised the Student African-American Brotherhood (SAAB)
 - Served on campus-wide and district-wide committees including Achieving the Dream, Developmental Education Redesign Team, and the Behavioral Intervention Team

Retention Specialist, Student Support Services

April 2009 – January 2011

Vatterott College...St. Louis, MO

- Advised and counseled students
- Collaborated with faculty and staff to develop new protocols for improving student retention and success
- Initiated and maintained contact with outside professionals to facilitate student referrals
- Assessed and assisted students with disabilities
- Implemented Educational Student Support Program (VSTAR)
 - Taught basic computer skills classes (Microsoft Office, Student Portal and E-Companion)
 - Provided students with financial, legal, medical, housing, and employment resources
 - Tutored students in English and College Algebra, individually and in small groups
 - Implemented orientation, study skills and drug/alcohol awareness programs

Counseling Intern

February 2010 – May 2010

St. Louis Community College...Meramec and Florissant Valley Campuses

- Administered interest inventories and assessments for students
- Assisted students with program planning, course selection and career consultations

Guidance Counselor Intern

August 2009 – April 2010

St. Louis Public Schools, Alternative South

- Provided support to students individually and in-class and assisted special needs students
- Worked with and tutored students to identify, develop, and meet academic and behavior goals

Teacher Assistant October 2008 – April 2009

St. Louis Public Schools, Simmons Marshall Mega Magnet

- Substitute taught Pre-K through 5th grade
- Tutored students individually and in small groups; assisted students with special needs

Recreation Specialist

September 2006 – October 2007

Ozark Parks and Recreation Department...Ozark, MO

- Hired and supervised recreation staff and volunteers; managed payroll and budgeting
- Marketed and evaluated programs; planned and coordinated sports programs and special events

PROFESSIONAL DEVELOPMENT ACTIVITIES

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SUNY SAIL Summer Leadership Academy	August 2021
 SUNY Guided Pathways Cohort II training program 	August 2019 – August 2020
 New York State Student Success Center Coaching Academy 	March 2019 – March 2019
 Center for Women in Government and Civic Society 	February 2019
Webinar: Culturally Responsive Teaching Approach	
Council for Opportunity in Education: Grant Writing	July 2019
 Instructional Design and Training: Accessibility 	January 2018
Phillips Lytle Higher Education Summit:	August 2015
Preventing and Responding to Sexual Misconduct	
HR Works Webinar: Effective Diversity Outreach	September 2015
HR Works Webinar: Preventing Harassment and Discrimination in the Workplace	
HR Works Webinar: Basics of Affirmative Action	September 2015
Skills Path Seminars: How to Excel at Managing and Supervising People	June 2015
Diversity Counts Conference	November 2014
Buffalo State Achieving Success Through Leadership	October 2013 – May 2014
Becoming Conflict Competent Leader Certification	October 2013
St. Louis Community College Chancellor Leadership Academy	April 2013
St. Louis Community College Leadership Management Certificate Program	November 2012
 Kingian Nonviolence Education and Practice Teaching Certification 	July 2012
COMMUNITY SERVICE	
Deborah Parker-Davis Book ScholarshipCo-founder and administrator	August 2016 – Present
St. Louis Community College Foundation	August 2010 – Heschi
Literacy New York Buffalo-NiagaraBoard member	January 2014 – January 2019
	October 2013 – September 2018
Special Olympics BuffaloPolar Plunge	December 2014
FAFSA Frenzy, St. Louis Community Collegevolunteer advisor	February 2011 – 2013
• St. Louis County CourtsMentor	June 2011 – August 2013
Midtown Community Services St. LouisBoard member and consultant	October 2011 – August 2013
Mission St. Louis, Jobs for LifeMentor and instructor	October 2011 – August 2013
Voices for Children St. LouisYoung Friends committee member	June 2007 – August 2013
Missouri Baptist UniversityWrestling manager	August 2008 – April 2010
	October 2008 – November 2009
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SPEAKING ENGAGEMENTS	
 Positive Steps, Amplifying Voices and Creating Accountability Conference 	April 2021
Co-presenter: "Succeeding in the Community College: Developing Holistic Supp	
 SUNY Guided Pathways Pre-Institute Event 	October 2020
Panelist: "Beginning with the End in Mind"	
Rochester Urban League, Stand Up Against Racism Annual Conference	September 2020
Co-presenter "The Real American Struggle: Walking in the Shoes of a Black Man	
D'Youville College – Presenter: "Title IX and Affirmative Consent Workshop" One of the state of the sta	April 2017
Middle Atlantic Conference, NCAA Division III Conference Student Athlete Advisory Committee Meeting	February 2017
Presenter: "Title IX and Affirmative Consent Workshop"	
Anne Frank Project 8 th Annual Social Justice Festival One of the social Justice Festival	September 2016
Presenter: "Wrongful Conviction: Guilty Until Proven Innocent"	
 St. Louis Community College, African-American Male Initiative Presenter: "Exploring Diversity and Self" 	April 2016
 Hilbert College, Presenter: "Title IX and Affirmative Consent Workshop" 	October 2016
National Association of Compus Activities Mid Atlantic Pagion	Oatobar 2015

October 2015

National Association of Campus Activities, Mid-Atlantic Region

Co-Presenter: "Assessment Strategies to Amplify Your Success"

SUNY Conference on Sexual Violence Prevention and Response Presenter: "Title IX and Affirmative Consent"	June 2015
Keynote Speaker, Missouri State University Student Learning Summit Presenter: "Life on Two Wheels: Sweating Up the Hills"	January 2012
COMMENDATIONS	
 SUNY Buffalo State NAACP, Student Organization 	February 2018
Most Outstanding Faculty	-
 Western Division of the National Association of Social Workers-NYS (NASW) 	March 2017
Public Citizen of the Year Award for Demonstrating Significant Contributions to the Co	ommunity
SUNY Buffalo State	May 2015
Certificate of Exceptional Commitment and Support, NIA Mentoring Program	
SUNY Buffalo State	April 2015
Certificate of Exemplary Service and Support for Students	
SUNY Buffalo State	April 2015
Leadership and Innovation Staff Appreciation Award	
St. Louis Community College	March 2013
Student Appreciation Certificate for Outstanding Service	