Collaborative academic administrator with almost twenty years of progressive experience developing, implementing and leading innovative administrative, academic, and student success strategies that promote student engagement, retention and success. Results oriented leader who possesses extensive experience in community college practices and issues. Fiscally responsible resource warrior. Dedicated to providing leadership and vision while working effectively to manage multi-functional, multi-disciplinary and multi-campus responsibilities. Enthusiastically embraces the dynamic relationship between an urban campus and the community with an unwavering commitment to integrity, equity, and excellence.

## Education

#### **Education Doctorate in Executive Leadership**

St. John Fisher College, Rochester, NY

Dissertation: McKinsey-Mabry, K.I. (2011). An Examination of Factors Impacting the Career Decisions of Black Women in Management Positions at US Institutions of Higher Education. St. John Fisher College, Retrieved <u>https://fisherpub.sjfc.edu/education\_etd/13/</u>

### **Master of Business Administration**

Metropolitan College of New York, NY and Study Abroad Programs in Paris and London

**Bachelor of Science in Community and Human Service Management** *State University of New York, Empire State College, Saratoga Springs, NY* 

Associate of Science in Liberal Arts and Human Services

Monroe Community College, Rochester, NY

## **Professional Experiences**

# DEAN, Schools of Business and Community Engagement

Monroe Community College, Rochester, NY September 2016—present Provide leadership, management, and oversight of an academic division which has included up to 10 direct reports, 4 department chairs, 50 full-time faculty, 75+ adjuncts, and 3,000 students. Serve as the academic administrator at the downtown campus, working collaboratively with the Provost, divisional deans, the Downtown Campus Executive Dean and Dean/AVP of Student Services to link campus goals to the College Strategic Plan and the needs of the community. Oversee curricular design, development, delivery, and assessment of 28 degree and certificate programs within the Business, Criminal Justice, Education, and Human Services departments, including four accredited programs (Paralegal, Addictions Counseling, Business Administration, Early Care). Led or assisted in the development of six new programs including one fully online and two hybrid programs. Manage complex master schedules with up to 600 sections annually. Provide administrative oversight for externally funded programs and grants such as Early College High School; Upward Bound; Liberty Partnerships; Transition Programs for Students with Intellectual Disabilities (TPSID); Horizons; AmeriCorps; Test Assessing Secondary Completion (TASC, formerly GED), and three SUNY PIF grants. Selected to participate as a President's Emerging Leaders Fellow in 2019 and nominated to deliver the Message to the Graduates at MCC's 2020 Commencement.

#### INTERIM DEAN, Academic Services, Damon City Campus Monroe Community College, Rochester, NY

Served as the designated academic administrator at the downtown campus and primary liaison to Liberal Arts, Science, Health and Business, Academic Foundations, and the Career Technical Education divisions of College, working collaboratively with the Downtown Campus Executive Dean and Dean of Student Services to link the campus' goals to the College Strategic Plan and the needs of the community. Served as a divisional Affirmative Action Coordinator and led the re-imagination of the Dr. Alice Holloway Young Faculty Internship program, which supported the hiring of 20 new adjuncts and tutors. Assisted in the comprehensive strategic planning for MCC's New Downtown Campus and appointed as an ex-officio member of the New Downtown Campus Steering Committee, co-chair of the New Downtown Campus Planning Group. Served in this role during the reorganization and transformation to guided pathways as well as a full relocation of the Downtown Campus.

### ASSISTANT TO THE PROVOST AND VICE PRESIDENT, Academic Services

Monroe Community College, Rochester, NY April 2011—May 2013 Assisted the provost/vice president and assistant vice president in the administration of the Division of Academic Services. Assisted the provost/vice president in preparing and disseminating internal and external communication. Oversaw the design, implementation and evaluation of student and faculty initiatives. Coordinated, monitored and provided general leadership concerning the Student Opinion Survey and Faculty Survey processes. Responsible for the review, analysis and overall management of student complaints and grievances. Assisted in the creation of new scholarship management process which, in only one year, resulted in increased student scholarship distribution from 500 (\$400K annually) to 650 scholarships (\$750K annually). Selected to chair a Xerox STEM scholarship committee, one of the largest awards to MCC, and worked with a committee that awarded almost \$50K in student scholarships in the first year. Served as a divisional Affirmative Action Coordinator and provided support for the Dr. Alice Holloway Young Faculty Internship program. Co-awarded the Innovation of the Year Award by the League for Innovation in the Community College in 2013 for a collaborative Express Enrollment Days initiative.

### ASSISTANT DIRECTOR (Admissions Counselor), Undergraduate Admissions

Rochester Institute of Technology, Rochester, NYOctober 2008—April 2011Provided comprehensive academic college admissions by conducting high school recruitment initiatives,<br/>student interviews and presentations. Responsible for evaluating 1,800 freshman applications annually.<br/>Served as coordinator of the institute-wide Applicant Retention Program.

#### INSTRUCTOR, Discovery and Pathways/First Year Enrichment Rochester Institute of Technology, Rochester, NY

Rochester Institute of Technology, Rochester, NYSeptember 2010—August 2013Taught credit-bearing first year courses and provided academic coaching to 25-30 students per section to<br/>assist students in developing the necessary skills and strategies for a successful college experience.

## CONTRACT AND CLIENT RELATIONSHIP MANAGER (Assistant to Vice President, Sales)

**Eagle Productivity Solutions, Rochester, NY** October 2007—October 2008 Reported directly to President/CEO and Vice President of Sales. Responsible for the financial management of projects totaling over \$8M. Identified by senior management to cultivate long-term and international accounts, leading \$145K of new business in three months. Developed and executed new internal system to administer client contracts and invoices. Managed over 30 project budgets and made weekly presentations to CEO and senior management highlighting client revenue and sales forecasts. Assisted in the preparation and writing of proposals and contracts. Assumed a part-time consulting role through January 2009 to assist with transition and training of replacement.

May 2013—August 2016

## INSTRUCTIONAL DESIGNER AND TRAINING CONSULTANT, Xerox

Accenture (iSymmetry), Rochester, NY February 2007—October 2007 Contracted with leading technology company to implement business process outsourcing. Delivered training and consulting expertise for international offshore training project. Developed curriculum, training and assessment materials. Created business instruction documents, training guides, simulation exercises, proficiency assessments, evaluations and job aids. Developed presentations and communication materials.

#### EXECUTIVE ASSISTANT TO THE PRESIDENT, Nickelodeon & Viacom Consumer Products, MTV Networks, New York, NY November 2002—February 2007

Managed daily operations and logistics for \$5.5B licensing business. Served as primary liaison to MTV network executives, television, movie and music talent, licensing partners and retailers worldwide. Managed communications for a team of twelve and served as the communication point person for approximately 200 employees based in NYC, Hollywood, London, Miami, Singapore and Toronto. Coordinated staff meetings, trainings, fundraising galas, movie premieres, studio tours and other special events. Assisted with preparation and execution of trade shows. Assisted in the revision of the staff diversity scorecard, company policies and forms. Served as company diversity champion and mentor. Facilitated intergroup dialogs on diversity and inclusion.

### STUDENT RELATIONS MANAGER (Admissions Counselor)

**Katharine Gibbs School, New York, NY** October 2001—October 2002 Provided academic and career counseling to diverse prospective student population. Coordinated open houses, scholarship events and student orientations. Contacted, interviewed and enrolled 150 students quarterly into appropriate college degree programs. Supervised team of two staff. Provided consistent follow-up to approximately 500 first-year students to ensure a successful college experience.

**MEMBER COORDINATOR (Training & Evaluation Specialist, Program Assistant, Receptionist) Rochester AmeriCorps, Monroe Community College, Rochester, NY** June 1995—August 2001 Directed and managed all aspects of program promotion, recruitment, selection and placement of 100 members annually. Provided supervision, support, coaching and mentoring to participants. Facilitated and co-facilitated weekly reflection and intergroup dialog sessions. Developed and implemented systems to monitor and assess the progress of the program and events and the program impact on participants and members of the community. Designed, developed, planned and coordinated member orientations, training sessions and community-wide events. Assisted writing grant proposals.

## Grants

**SUNY Performance Improvement Fund, Supportive Scheduling**, Campus Lead, partnership with Alfred State College, 2018-present. Total grant: \$30,000

**SUNY Performance Improvement Fund, 2-4 Year Non-Traditional,** Campus Lead, partnership with Alfred State College, 2018-2019. Total grant: \$10,000

SUNY, Performance Improvement Fund, Rochester Integrated SUNY Excels Network (RISE Network), Campus Lead, partnership with The College at Brockport and Rochester Educational Opportunity Center, 2016-2019. Total grant: \$200,465

University of Rochester, Institute for Innovative Transition at Strong Center for Developmental Disabilities of the Golisano Children's Hospital, Campus Lead, 2016, \$30,000

Access to College Experiences (ACE), partnership with Arc of Monroe, Greece Central School District, Lifetime Assistance Inc, Campus Lead, 2015-present. Annual funding: \$90,000+

**US Department of Education, Transitional Programs for Students with Intellectual Disabilities,** Co-PI and Campus Lead, partnership with University of Rochester, 2013-2017. Total grant: \$105,726

**US Department of Education, Smart Scholars**, Campus Lead, partnership with Rochester Early College International High School, 2013-2019. Total grant(s): \$342,709+

## **Selected Professional Development**

Monroe Community College, President's Emerging Leader's Fellowship, Rochester, NY, 2019
Center for Community College Student Engagement & the American Association of Community
Colleges (AACC) Pathways Project Institute, Washington, DC, 2016
SUNY Summer Leadership Program, Hamilton, NY, 2013
Completed the Myers-Briggs, revealing strong analytical, communication, collaborative leadership.
Kaleidoscope Leadership Institute, California State University-Fullerton, CA, 2012
Completed StrengthsFinder, revealing achiever, relator, analytical, responsibility and maximizer.
Chair Academy Leadership and Development, Ontario, Canada, 2011 and Charlotte, NC, 2012
Completed an initial 360° evaluation, revealing strong transformational leadership skills.
United Way African-American Leadership Development, Rochester, NY, 2011
Leadership & Community Service Center, doctoral intern, Rochester Institute of Technology, 2009

## **Selected Professional Service**

SUNY Online Advisory Committee (appointed by SUNY Provost and Senior Vice Chancellor), member, State University of New York, 2020-present

Student Success Committee, Entry & FYE, co-chair, Monroe Community College, 2019-present Presidents Extended Cabinet, member, Monroe Community College, 2018-2019

Return to Complete Task Force, member, Monroe Community College, 2018-2019

Launch Your Business (\$250K donor funded), administrative lead, Monroe Community College, 2017-present

Facilities Master Plan & Space Planning Team, member, Monroe Community College, 2016-present AdAstra Platinum Analytics Team, member, Monroe Community College, 2017-present

Civitas Data Team, academic lead Dial 1.0, Monroe Community College, 2017-present

Foundation for Student Success (FSS) Team, member, Monroe Community College, 2017-2019

Enrollment Steering Committee, member, Monroe Community College, 2016-2018

Labor Management, member, Monroe Community College, 2015-2019

**Downtown Campus Transition & Strategic Planning Committee,** co-chair, Monroe Community College, 2014-2017

Guided Pathways Committee, committee member, Monroe Community College, 2015-2017

Applied Learning Campus Team, member, Monroe Community College, 2015-2017

Smart Scholars Early College High School Advisory Council, member, NYSED, 2014-2017

Financial Aid Task Force, member, Monroe Community College, 2013

**Noel Levitz Enrollment Initiative Committee,** member, Monroe Community College, 2012-2016 **Diversity Council,** member, Monroe Community College, 2011-2016

Xerox STEM Scholarship Committee, chair, Monroe Community College, 2012-2013

Essential Discussions Committee, member, Monroe Community College, 2012

**Faculty Senate, Academic Policies Committee,** ad hoc member, Monroe Community College, 2011-2013

## **Awards and Recognition**

**Recognized as "Post-Secondary Administrator"** Democrat & Chronicle, Rochester, NY, 2014 **Recognized as "Woman to Watch"** Democrat & Chronicle, Rochester, NY, 2013 **Nominated for "40 under 40"** Rochester Business Journal, Rochester, NY, 2013 **Co-Awarded "Innovation of the Year"** League for Innovation in the Community College, 2013

## **Selected Presentations**

Entrepreneurship Day, speaker, Monroe Community College, Rochester, NY, 2019 Women Supporting Women, panelist, Monroe Community College, Rochester, NY, 2019 Conversation with a Human Book, presenter, MCC Human Book Event, Rochester, NY, 2019 Academic and Career Pathway Development (TPSID), lead presenter, State of the Art Conference on Postsecondary Education, Syracuse University, Syracuse, NY, 2018

Women Entrepreneurship Week, moderator, Monroe Community College, 2018

Supportive Student Scheduling for Retention and Completion and Integrating Early College High School Into College Guided Pathways Culture, lead-presenter, League for Innovation in the Community College, Anaheim, CA, 2018

A Seat at the Table, Academic Leadership in a New Millennium, panelist, Monroe Community College, Rochester, NY, 2018

Supportive Scheduling, presenter, SUNY Student Success Conference, Albany, NY, 2018 Role of Department Chair, presenter, Monroe Community College, Rochester, NY, 2016-2018 Engaging Faculty in Institutional Transformation: Guided Pathways and The Schools @ MCC, co-presenter, American Association for Community Colleges, New Orleans, LA, 2017

**Reflective Mirrors: The Promise of Thoughtful Representation,** poster presentation, American Association of Colleges & Universities, Jacksonville, FL, 2017

**Reflective Mirrors: The Promise of Thoughtful Representation,** poster presentation, SUNY Diversity Conference, Albany, NY, 2017

EdD in Executive Leadership, executive mentor, St. John Fisher College, 2012-2016

Essential Discussions: Student Success at Scale: Guided Pathways, moderator, Monroe Community College, Rochester, NY, 2016

All College Day: Guided Pathways, panelist, Monroe Community College, Rochester, NY, 2016 Martin Luther King Jr. Day, moderator, Monroe Community College, Rochester, NY, 2015

**Rochester Early College International High School Graduation,** speaker, Monroe Community College, Rochester, NY, 2014

Early College High School and College Partner Success, presenter, State Education Department, Albany, NY, 2014

**Leadership for Student Success**, co-presenter, League for Innovation in the Community College, Anaheim, CA, 2014

**Research Based Personal Leadership Style**, panelist, St. John Fisher College, Executive Leadership Program, Rochester, NY, 2013

**The Power of Serving Others**, presenter, Rochester Institute of Technology, Connectology Leadership Conference, Rochester, NY, 2011

**Take Charge of Your Time,** presenter, Local Initiatives Support Corporation, Washington, DC, 2002

**Life After Community Service,** presenter, Local Initiatives Support Corporation, San Diego, CA, 2002

## **Select Community Service**

Education First, Rochester City-Wide Teacher Pipeline Strategy, Advisory Committee, Chair Teacher Recruitment Work Group and Teacher Diversity Work Group, 2019-present Dress for Success Rochester, Board of Directors, 2019-present Greater Rochester Summer Learning Association, Board of Directors, 2017-2019 Inspiring Beauty: Empowering Young Women: The Mayor's Red Carpet Affair, Role Model, 2017-present Richard Guon Childcare Center, Advisory Board, 2017-2019 Rochester Education Foundation. Board of Directors. 2015-2019 Jefferson Avenue Childhood Development Center, Board of Directors, 2013-2018 YWCA, Person2Person, Participant, 2014-2015 Democrat and Chronicle's Unite Rochester, Education Subcommittee, 2014-2015 Rochester AmeriCorps, Advisory Board, 2013-Present Monroe Community College Paralegal Program, Advisory Board, 2013-present Facing Race Embracing Equity, Table 23 Committee, 2012-present African-American Leadership Development Program, United Way, 2012-2014 Curriculum Committee, Recruitment and Selection Committee, Placement and Mentor Committee **Rochester City School District, Board of Education,** Parent Representative, 2011-2012 Superintendent Search Committee, Ad Hoc Diversity Committee, Excellence in Student Achievement Committee American Association of University Women in Community Colleges, Women Helping Girls, College-Bound Committee, 2009-2012

Quad A for Kids, Board of Trustees, 2008-2009