

Paul Broadie II, PhD

Poughkeepsie, NY 12603

October 11, 2014

James H. McCormick, Ph.D., Senior Consultant
AGB Search
1133 20th Street, N.W. Suite 300
Washington, DC 20036

RE: Housatonic Community College Presidential Search

Dear Dr. McCormick,

It was an honor to be notified that I had been nominated for the position of President of Housatonic Community College. Having thoroughly reviewed the goals, expectations, professional and personal qualifications sought I find that they are in line with my experience, values, and leadership style. My keen passion for the enhancement of student engagement, growth, learning and development, my commitment to the community college mission, my experience in developing and expanding access to high quality educational programs and services, my collaborative, innovative, visionary and participatory leadership style, and my belief in helping to shape the academic growth and development of students from diverse backgrounds has drawn me to this exceptional opportunity. I firmly believe I have the skills, attributes, qualifications, and experience to provide the desired leadership as Housatonic Community College builds on its strong past and moves into an exciting future. I enthusiastically present this letter and the requested materials for your consideration.

Seasoned thoughtful innovative leadership that promotes K-12 and public / private partnerships

I possess twenty-four years of progressively responsible higher education experience during which I have established a proven record of successful accomplishments and leadership. My vast higher education experience at two comprehensive SUNY community colleges, a SUNY four year college, and a comprehensive private college have equipped me with a diverse array of skills and knowledge. My record of achievements include the expansion of programs and services, the introduction of innovative technology, programming and services, leadership involvement with multiple capital building projects totaling approximately \$97,000,000, direct involvement in the pursuit and oversight of awarded grants totaling an excess of \$3,000,000, and the formation of several partnerships with community agencies and businesses.

My experience includes employment in the areas of Academic Affairs, Student Services, and Continuing and Professional Education. This experience has enabled me to develop an in depth global understanding of the needs critical to fulfilling the community college mission and has allowed me to advocate effectively in support of varying needs across the institution. While employed in the area of Continuing and Professional Education I had the opportunity to partner with faculty, employers, and industry leaders to address the workforce development and personal enrichment needs of the community. My accomplishments included collaborating with faculty and employers to identify and develop innovative non-credit offerings that encompassed personal and professional enrichment courses and corporate training partnerships. I successfully increased enrollment at the Center and successfully worked with business leaders to develop training opportunities for their workforce. Most noteworthy was the receipt of funding from Local 1199 to provide training for its members and create a Certified Nursing Assistant program. Moreover, I spearheaded preliminary discussions with local hospitals to offer and support the development of a Surgical Technology program.

As a member of Academic Affairs, I worked closely with faculty and department chairs to enhance and cultivate teaching and learning while strengthening the institutions focus on the academic mission. My accomplishments in Academic Affairs include co-chairing the development of the college's Academic Mission Statement, serving on the team responsible for the development of the college's first Academic Master Plan, obtaining funding to increase instructional computer labs and create a state of the art Biology Lab and tutorial center, working with community partners and faculty to expand English as a Second Language offerings throughout the community, and facilitating high school and college faculty curriculum alignment discussions to promote student preparedness. My responsibilities included the oversight of the Newburgh Extension Center, and all of the College's satellite locations. In addition, I provided leadership, direction, and support for the college's Community College in the High School, Tech Prep, and Center for Youth Development programs. During my tenure each program and satellite location experienced enrollment growth and increased campus visibility and understanding. Throughout my leadership over these programs I was successful in developing partnerships with area K – 12 schools. These partnerships resulted in equipment sharing, programming and mentorship for at-risk high school students, and the expansion of the Community College in the High School program to all public schools in Orange County.

I firmly believe that the most important qualities of a leader is the ability to listen, provide the tools necessary to encourage individual and institutional success, and the ability to form partnerships with colleagues throughout the institution and within community. As Vice

President of Student Services, I have utilized my professional strengths in building moral and creating collaborative student learning centered environments to advance the efforts of the Student Services area, address the needs of our students, and fulfill the mission of the college. As a result, the Student Services area has embedded itself into the fabric of the college strengthening its ability to fulfill and support the needs of the Strategic and Academic Master Plans. In this role, I have provided creative and effective leadership focused on facilitating the development of effective student support mechanisms and ensuring a commitment to students with diverse needs and backgrounds. Through this focus, I have successfully lead the review and revision of the Student Services mission statement to ensure better alignment with the College's mission, visions, and values, developed the College's first Student Services Master Plan, facilitated the refocusing and redesign of Career Services incorporating student internship development, instituted the College's first Behavior Intervention Team, created Student Services Central (One Stop Center) on the Middletown and Newburgh Campuses, created a Wellness Center focused on health and counseling programming and services, facilitated the development of student learning outcomes for all Student Services offices, created a culture of assessment within Student Services, introduced innovative and emerging technology to enhance service delivery, and collaborated with the Vice President of Academic Affairs to institute joint Academic Affairs and Student Services leadership team meetings. Moreover, in an effort to strengthen the college's mental health services I formed a partnership with the Orange County Commissioner of Mental Health. This partnership led to the adoption of onsite county mental health services for high need students to enhance our existing services. In addition, I have forged a partnership with the City of Newburgh that has led to the creation of a program designed to prepare and transition at-risk high school students to the college.

Implementation of enrollment management and retention strategies

Enrollment management, retention, and completion are critical areas in which leaders must remain attuned and responsive. My professional background and experience has provided me with a strong background in these areas. I have kept the institution abreast of college, county, state and national enrollment trends in an effort to jointly develop proactive enrollment strategies. Moreover, I have closely monitored retention and completion data and worked closely with shared governance committees and academic and student services units to advance our efforts in these areas. Realizing the institutional importance of enrollment, retention and completion I have created positions responsible for enrollment management, retention and completion. In addition, I created the department of Student Support Initiatives which has primary responsibility for developing retention initiatives, working with students returning to the college on probation, and providing support services for at-risk students. Under my leadership, several enrollment management, retention, and completion initiatives have been implemented resulting in several commendations during College's 2014 Middle States Accreditation visit.

An achievement I am most proud of is serving as one of the authors of the colleges Title III Strengthening Institutions grant application. As a result of our efforts the college was awarded a \$1.8 million dollar grant. The title of our project was called "Transforming the Student Experience to Increase Engagement, Persistence and Retention". This project was designed to systemically change the way students interact with the college from enrollment, through orientation and entering classes. It includes investments in advising, providing extensive outreach, and student interventions utilizing innovative technology. Moreover, I have realigned services into a single, comprehensive, web-enabled, one-stop center. This design has integrated the college's enrollment services into a seamless process with one point of entry for all students complimented with technology that enables 24-hour access for students, staff and faculty. The integration these systems and processes has simplified and demystified the college experience and provided support for at-risk students and students in general.

Commitment to shared governance, professional development, and empowering faculty & staff

As a leader it is important to invest in those that are essential in advancing the college's mission and strategic priorities, our faculty and staff. I truly believe that it is through the contribution and efforts of all that we influence the lives of many. The talents of our faculty and staff should be nurtured, embraced, and celebrated. My encouragement of staff development and embracing their ideas have led to the adoption of "*Document Imaging*" resulting in improved communication between offices and more efficient and productive operations; the incorporation of "*Peer Advisors*" which has enhanced the student advising experience; and the implementation of a high school to college transitional program for student with disabilities. Moreover, I have been a proponent of providing professional development opportunities for our faculty and staff. Even in difficult financial times, I have found creative ways to continue to support the growth and development of our employees, whether through grant-funded opportunities, affordable webinar options for all faculty and staff, nearby conferences, or internal mechanisms that feature the skill and expertise of our faculty, staff, and administration.

Shared governance is essential within the higher education environment. Through shared governance informed institution decisions are made incorporating the opinions, expertise and support of members of the college community. This is a recipe for transformational change and creates a healthy institution that collectively addresses the institutions challenges and opportunities as it carries out the community college mission. While at SUNY Orange I have worked closely with the Academic Policy Committee and we have co-presented proposed policy changes. Also, I have served on the Planning Budgeting and Institutional Effectiveness Committee and the Diversity Committee. I am a voting member of the College's Promotion, Retention, and Tenure (PRT) committee and serve on the sub-committee charged with reviewing policies associated with the PRT process. In order to maintain transparency and information sharing I have presented at academic division meeting, governance executive committee meetings, and college assembly meetings.

Community, Board, Foundation, and multi-institutional system involvement

As a senior member of the President's leadership team I am fully involved in the operations of the college. This involvement has provided me with years of experience working with the college's Foundation, the Board of Trustees, elected officials, and community leaders. My efforts to keep the college's Board of Trustees and Foundation Board members informed of the federal, state, and national trends in higher education led to a presentation at the Association of Community College Trustees (ACCT) national conference and a webinar series funded by ACCT titled "*Current Issues Affecting Community Colleges Today: Keeping Trustees Informed and Engaged.*" Recently, I co-presented to the college's Foundation and Board of Trustees a presentation titled "*SUNY Orange 2020 and Beyond*". The focus of this presentation was to strategize about the future growth and success of SUNY Orange while ensure that the college's priorities and initiatives were aligned with SUNY's Strategic Master Plan. My work as Vice President has been expansive and responsive to the changing demands within higher education. I have been an active participant in the college's 25 million dollar capital campaign interacting with donors and supporting the fundraising and "friend-raising" efforts of the College. Moreover, in collaboration with the Vice President for Academic Affairs, I developed a presentation for the Foundation's Executive Committee, where targeted funding opportunities are shared for the upcoming year. This allows the Foundation to identify potential donors to support specific activities at the College while continuing their focus on the capital campaign. My multi-institutional system involvement includes membership on the SUNY Chief Student Affairs Officers Council, Campus Safety Committee, Community College Student Affairs Best Practices selection committee, and the Student Chancellors Award Selection Committee.

My community involvement includes participation and leadership on three community boards. I have been a Board member of the Greater Hudson Valley Family Health Center for the past twelve years. During my tenure as Board Chair we approved and conducted a 15 million dollar capital campaign which concluded with the construction of a state of the art medical facility in the City of Newburgh. In addition to being the Immediate Past Chair I currently serve on the finance, personnel, corporate compliance, strategic planning, and executive committees. I am also a Board member of the Newburgh Boys & Girls Club where I served on the executive team that facilitated a merger with the Newburgh Performing Arts Academy. This merger has resulted in the delivery of increased services for the children and citizens of the community. The remaining Board I serve on is Inspire. Inspire is a non-profit organization that provides services for individuals with Cerebral Palsy and developmental disabilities. I am also an active member of the Association Board of SUNY Orange. This Board has leadership and fiduciary responsibility for the college's bookstore, food services operation, childcare centers, rental properties and the acquisition of property for future college utilization. As a member of these Boards I have been afforded the opportunity to meet with elected officials to advocate for the needs of the organization and create awareness of the organizations community impact.

Concluding thoughts

I have a passion for educational pathways that promote student success, personal and professional growth, and goal completion. I pride myself on being a visible leader that promotes professional development and celebrates the vital contributions of faculty and staff. I have been described by my colleagues as visionary, supportive, thoughtful, trustworthy and committed.

Educationally, I have completed a PhD in Educational Leadership and Human Resource Studies from Colorado State University, an MBA with a concentration in Management from Long Island University, and a BS in Business Administration with a concentration in Marketing from Mercy College. In addition, I am a graduate of the SUNY Executive Leadership Institute. Currently, I am working on an article focused on the critical importance of effective leadership and creating seamless learning environments within academic and student affairs. I have been described by my colleagues as visionary, supportive, collaborative, thoughtful, trustworthy and committed.

The role of President requires an individual that believes in the institution, celebrates its accomplishments, and embraces its mission. The fit between the President and the institution should be a natural one where the values of the institution align with the values of the President. The mission of Housatonic Community College aligns with what I value personally and professionally as evidenced by my professional background and accomplishments which include: promoting educational access, serving to enriching the lives of others academically, culturally, and professionally, and aiding in the economic growth and development of the community and its residents.

I have achieved a record of successful accomplishments fulfilling similar goals and objectives sought by the institution and my personal and professional qualities match those desired in the next President of Housatonic Community College. I am keenly aware of the significant impact Housatonic Community College has on the community educationally, socially, and economically. It would be an honor to become the next President of Housatonic Community College. While the role of President is a natural next step in my professional career, more importantly, the mission and characteristics of Housatonic Community College align with my values and are a good fit for me both professionally and personally. I appreciate your consideration and do hope to hear favorably from you soon.

Sincerely,



Paul Broadie II

Paul Broadie II, PhD

Poughkeepsie, NY 12603

PROFESSIONAL EXPERIENCE

Vice President for Student Services

August 2005 – Present

Orange County Community College, 115 South Street, Middletown, New York

SUNY Orange is a community college in Middletown, New York, with a branch campus in Newburgh, New York, and multiple satellite and instructional sites throughout the service region. SUNY Orange is a member of the State University of New York and offers transfer programs along with career-oriented degree and certificate programs. The College serves approximately 7,000 credit students, provides substantial opportunities for continuing education, has a total budget of \$59,000,000, and supports over 400 full-time employees (154 full-time faculty) and 700 part-time employees (293 adjunct faculty).

Key Accomplishments:

- Led the development of the SUNY Orange One Stop – Student Services Central
- Established a Student Services leadership team, a division list serve, and instituted division-wide meetings that have led to improvements in openness, teamwork, communication, participation and feedback
- Facilitated and lead the review and revision of the Student Services mission statement to ensure better alignment with the college's mission, visions, and values
- Spearheaded the development of the institutions first Student Services Master Plan
- Reorganized Student Services to better support enrollment management, retention, institutional collaboration, and student success
- Led the creation of the SUNY Orange Wellness Center
- Facilitated the development of student learning outcomes for Student Services
- Increased the utilization of technology and assessment tools throughout Student Services
- Created the SUNY Orange Behavior Intervention Team
- Partnered with the Commissioner of Mental Health to increase mental health services at the college
- Facilitated the refocusing and redesign of Career Services incorporating student internship development
- Enhanced new student orientation and created I-Connect week to reinforce orientation and support for all students
- Expanded support services on the Newburgh Campus
- Collaborated on plans and construction of an \$87 million branch campus in Newburgh, NY
- Collaborated with architects on the design of the Newburgh Campus and the Middletown One Stop
- Served on the grant writing team that successfully acquired 1.88 million in Title 3 funding to improve student services and academic advising
- Spearheaded the successful application for a \$300,000 federal suicide prevention grant
- Facilitated strong linkages with academic affairs, information technology, and institutional advancement
- Collaborated with the City of Newburgh through its Newburgh Rising 21st Century Community Learning Centers (21st CCLC) grant to develop and facilitate a program designed to assist high school students with transitioning seamlessly into the College
- Worked with three fellow SUNY community colleges, and partnered with the Eleanor Roosevelt Leadership Center in Hyde Park, to design and offer a leadership program for community college students
- Collaborated with the Vice President of Academic Affairs to institute joint Academic Affairs and Student Services leadership team meetings
- Commended during the March 2014 Middlestates Accreditation team visit for the development of innovative Student Services programming focused on retention, engagement, and completion

General Responsibilities:

- Oversee Student Services operations at all locations
- Responsible for providing clear, focused, and effective leadership for all areas of Student Services
- Introduce, facilitate, and support creativity and growth within Student Services
- Provide leadership, advocacy, and support that enables the Student Services area to fulfill its mission as it relates to the college's overall strategic goals and mission
- Facilitate the development of an atmosphere of trust, open communication, teamwork, ownership, and pride
- Provide ongoing assessment and evaluation of professional staff, student support mechanisms, staffing levels, service, and retention efforts
- Utilize creativity and technology to enhance communication, feedback, services, and responsiveness
- Coordinate the Orange County Sojourner Truth Awards Program
- Coordinate Convocation and Commencement ceremonies
- Collaborate with the Vice President of Academic Affairs, the Vice President of Institutional Advancement, and the Vice President of Administration in order to ensure the creation of an effective marketing and recruitment model as well as an enrollment management strategies that maximizes college and program enrollment, improves services, and promotes responsiveness to continuing and prospective students
- Foster an environment of advanced planning and ongoing assessment
- Oversee the college's student judicial matters
- Responsible for ongoing planning and fiscal management of the Student Services area
- Foster ongoing collaboration and communication with college faculty and staff
- Participate in the ongoing development of the Newburgh Branch Campus
- Represent the area of Student Services during the Presidents VP meeting, constituency leadership meetings, cabinet meetings, and through service on campus-based committees
- Oversee the College's Carl D. Perkins Career and Technical grant
- Work collaboratively with the Student Services team to develop initiatives and priorities
- Develop and implement procedures to assess Student Services programs and services
- Work collaboratively with all areas of the College on the development of enrollment management and retention strategies
- Evaluate and recommend revisions to college policies, programs, and procedures
- Participate in the promotion, retention, and tenure process
- Maintain a commitment to shared governance and collaborative decision making
- Create an atmosphere that values innovation and encourages technology usage
- Evaluate Student Services assessment data to make recommendations, advocate for resources, and support decisions
- Support the professional development of faculty and staff
- Establish partnerships with community constituents
- Creatively manage the Student Services budget
- Ensure compliance with federal and state regulations and policies
- Pursue grant opportunities that support the College's goals and strategic priorities
- Conduct presentations before the Board of Trustees and the Foundation's Executive Committee
- Represent the college in the community and at statewide meetings and annual conferences

Associate Vice President of Extension Centers

September 2002 – August 2005

Orange County Community College, 115 South Street, Middletown, New York

Key Accomplishments:

- Collaborated with Continuing Education and a community based agency to establish an off-campus ESL computerized instructional lab that generates FTE's and serves as an ESL admissions funnel
- Worked with Tech Prep to help facilitate the creation of a Newburgh based ESL technology lab, a Biology technology area, and a mentorship program for new Community College in the High School faculty
- Encouraged and actively facilitated the reorganization and refocusing of the Liberty Partnership Program resulting in a closer alignment with the college and a more academic focus
- Successfully worked with the Vice President of Institutional Advancement, Department Chairs, the Registrar,

and the Port Jervis Superintendent to develop a plan that has enabled the Port Jervis Extension Center that was on the verge of closing to become a thriving academic environment with healthy enrollment

- Worked with the Community College in the High School coordinator to implement program improvements and develop open and productive relationships with high school administrators that lead to increased programming and a 15.3 % increase in enrollment
- Served on the College's Strategic Master Plan committee
- Served on the College's Academic Master Plan committee
- Served on City of Newburgh Master Plan committee
- Co-chaired of the ESL advisory group
- Served on Newburgh Campus establishment planning committee

General Responsibilities:

- Overall responsibility for the daily operation of the Newburgh Extension Center and the Warwick, Port Jervis, Monroe-Woodbury sites
- Supervised the site coordination at all off campus locations
- Oversaw the college's Community College in the High School program (11 Orange County High Schools)
- Developed long-range plans and budgetary needs
- Served as liaison to the building owners
- Coordinated the security and custodial services
- Served as the liaison to the departments of Continuing and Professional Education, Administrative Affairs, Academic Affairs, and Student Services
- Served as the liaison to elected officials, school district personnel, and community leaders
- Collaborated with the Vice President for Academic Affairs and Department Chairs to monitor activities pertaining to course development, assessment, and faculty advising
- Worked with various Student Services offices to monitor the level of services provided at the Centers.
- Cultivated, participated, and coordinated activities and events held at the centers.
- Supervised the Liberty Partnership and Tech Prep grant funded programs
- Provided administrative leadership and supervision for all Extension Center staff
- Facilitated outreach and collaboration with several community based organizations and businesses

Director, Ossining Extension Center

January 2001 – September 2002

Westchester Community College, Valhalla, NY

Westchester Community College is a two-year college in the State University of New York (SUNY) system. WCC serves campus and satellite centers throughout its service region. The College serves 24,000 students through credit and non-credit programs.

Administration

- Managed all areas of the facility and program administration
- Supervised all staff located at the center, including scheduling and ensuring coverage
- Served as liaison between the Ossining center and main campus, including academic deans, department chairs, business and registrar's offices, and Continuing Education.
- Coordinated the dissemination of faculty information, attendance, grade reports, and faculty evaluations.
- Developed and monitored the centers budget
- Handled facility related problems as necessary
- Developed and maintained the centers room assignment schedule
- Developed and maintained facility HVAC, maintenance, security, and cleaning contracts
- Served as liaison to the building owner
- Served as liaison for community leaders and school district officials
- Monitored course enrollments

Marketing and Program Development

- Developed and marketed non-credit classes for the general public, businesses, the healthcare industry, and other groups as appropriate
- Collaborated with the main campus liaison to plan and implement marketing initiatives for the center

Paul Broadie, II

- Coordinated faculty assignments for non-credit classes
- Ensured the use of sound educational methods to achieve program and course goals
- Hosted open house events
- Identified grant opportunities

Student Support

- Arranged for counseling and academic advising, placement testing, and other student related services
- Ensured that students were adequately informed about available services
- Utilized college computer system to register students and look up information

***Assistant Dean of Admissions /
Coordinator of Multi-Cultural Recruitment***

February 2000 –January 2001

State University of New York at New Paltz, New Paltz, NY

SUNY New Paltz is a part of the State University of New York system. The College enrolls 6,500 undergraduate and 1,100 graduate students.

- Reviewed freshman applications and interviewed prospective students
- Provided written and verbal communication to High School counselors, perspective students and their families on the admissions and financial aid process
- Coordinated MRP and EOP Open Houses
- Coordinated campus group visits
- Coordinated regional receptions in New York City
- Developed and implemented a marketing plan for the recruitment of students
- Developed brochures and marketing materials
- Oversaw phone-a-thons targeted at perspective students
- Increased enrollment of Multi-Cultural students by 31%, the highest in the history of the college
- Served as liaison to the Education Opportunity Program
- Served as liaison to the SUNY New York City Office of Student Recruitment
- Developed and implemented a freshman experience course and midterm evaluation system
- Monitored the academic progress of students
- Conducted general information sessions for prospective students, family members, and guidance counselors
- Supervised the New York City regional representative
- Provided budget projections and proposals to the Vice President of Enrollment Management

***Education Opportunity Program Counselor /
Academic Support Coordinator***

August 1997 –February 2000

State University of New York at New Paltz, New Paltz, NY

- Counseled students on academic, financial, career and personal issues
- Maintained accurate and comprehensive counseling records on all assigned students
- Monitored academic progress of students
- Ensured students received adequate support services
- Utilized Tap and Pell guidelines to analyze the caseload and identify any students that may have potential financial problems
- Consulted with financial aid and student accounts on issues regarding state and federal grants and loans
- Advised decertified students on alternative federal aid
- Explained and assisted students with filling out state and federal grant and loan applications
- Provided information on the financial aid verification process
- Utilized HESC winpath to check student financial aid status
- Supervised professional math tutors and peer tutors
- Provided guidance and on the job training for professional math tutors and peer tutors
- Recruited, hired, and trained professional math tutors and peer tutors
- Oversaw the daily operation of math study groups and administered math placement exams

Admissions Advisor

January 1997 – August 1997

State University of New York at New Paltz, New Paltz, NY

- Reviewed freshman applications and interviewed prospective students
- Provided written and verbal communication to High School counselors, perspective students and their families on the admissions and financial aid process
- Coordinated MRP and EOP bus trips to New Paltz Open Houses
- Researched and selected potential New Paltz scholarship recipients
- Served as liaison to the Art, Music, and Theatre Departments

Assistant Coordinator District 3 Extension Center

September 1992 – January 1997

Mercy College Dobbs Ferry, NY

Mercy College is a private college with over 11,000 students. The College has 4 campus locations and offers more than 90 undergraduate and graduate programs.

- Provided academic, financial, career, and personal counseling for over 150 students
- Recruited, counseled, and advised prospective students
- Worked with faculty to monitor student progress
- Developed and implemented a new marketing technique which resulted in an 82% increase in enrollment
- Monitored instructional delivery of courses and made recommendations
- Designed and implemented all academic activities and support services
- Advised students of all financial options and arranged payment plans
- Decided on course offerings and room assignments
- Conducted workshops, seminars, open houses, and administered placement tests
- Managed administrative staff
- Oversaw faculty at the site
- Served as Liaison to the main campus, the Registrar, Student Accounts, and all academic departments
- Developed and maintained the sites budget

Admissions Counselor

August 1990 - September 1992

Mercy College Dobbs Ferry, NY

- Recruited students, increased enrollment by 10%
- Provided academic advising for freshman students
- Researched new recruitment markets
- Performed telemarketing procedures to schedule private interviews and workshops in over 50 NYC schools
- Conducted personal interviews with potential students and their families

PART-TIME TEACHING EXPERIENCE

Key Issues in the Education of Underrepresented College Students

Fall 1997 – Spring 2001

SUNY New Paltz

New Paltz, New York

Principles of Management

Spring 2005

Orange County Community College

Middletown New York

EDUCATION

Colorado State University

Fort Collins, Colorado

Doctor of Philosophy: Educational Leadership and Human Resource Studies - Awarded August 2014

Specialization: College and University Leadership

Grade Point Average: 4.0/4.0 Scale

Long Island University

Brooklyn, New York

Master in Business Administration (MBA) - Awarded May 2000

Specialization: Marketing

Grade Point Average: 3.5/4.0 Scale

Mercy College

Dobbs Ferry, New York

Bachelor of Science in Business Administration - Awarded May 1990

Specialization: Management

Summa Cum Laude Graduate

Grade Point Average: 3.8/4.0 Scale

ACCREDITATION/PROGRAM REVIEW EXPERIENCE

Middle States Commission on Higher Education

Member, Substantive Change Committee, April 2013 – Present

MAJOR PRESENTATIONS

- Presenter: *Enrollment Management: The Future*. SUNY Orange, Middletown, NY, December 2010.
- Co-presenter: *Ethical Decision Making*. Shepherd University, WV, October 2011.
- Co-presenter: *SUNY Orange 2020 and Beyond*. SUNY Orange, Middletown, NY, May 2013.
- Co-presenter: *Promoting Civility in the College Setting*. SUNY Orange, Middletown, NY, April 2012.
- Co-presenter: *Hitting the Restart Button: Moving from Crisis to Long Term Planning*. Association of Community College Trustees (ACCT), Toronto, ON, 2010.
- Co-presenter: *Current issues Affecting Community Colleges: Keeping Trustees informed and engaged*. ACCT Webinar, June 2011

GRANT EXPERIENCE

Successfully worked with the Coordinator of Grants and others to obtain the following grants:

- SUNY Orange
 - ESL Dyson grant, ESL Hinchey grant, Kaplan assessment grant, ESL /Biology Larkin grant, OASIS grant, Federal Suicide Prevention grant, Title III Strengthening Institutions grant, Federal Challenge grant, Career and Technical Education grant, 21st Century grant, Healthy Orange grant
- SUNY WCC
 - 1199 healthcare training grant, CNA training grant
- SUNY New Paltz
 - Para-professionals training grant

PROFESSIONAL ALLIANCES

Board Involvement

- Immediate Past Chairman, Greater Family Health Center Board of Trustees
- Member Newburgh Boys & Girls Club Board of Trustees
- INSPIRE Board Member of Trustees (Chair – Personnel & Compensation Committee)
- Member SUNY Orange College Association Board of Trustees

SUNY Involvement

- Member SUNY Chief Student Affairs Officers Council
- Member SUNY Campus Safety Committee
- Member SUNY Community College Student Affairs Best Practices selection committee
- Volunteer – SUNY Student Chancellors Award Selection Committee

Professional Involvement

- Member National Association of Student Personnel Administrators
- Member American College Personnel Association

Honor Societies

- Member Delta-Mu-Delta National Business Honor Society
- Member Alpha Chi National Honor Society
- Member Psi Kappa Psi Honor Society

ADDITIONAL EXPERIENCE AND SERVICE

- Recruited and hired by the President of Craven Community College as a consultant in the review of the institutions academic and student programs and services
 - Appointed by the President to serve in his place during his two month absence
 - Presided over the College's 2012 Commencement ceremony
 - Serve on college shared governance committees
 - Member of the College's Promotion, Retention and Tenure committee
 - Served as a Member of the College's 2014 Middle States self-study steering committee
 - Member - President's senior leadership team
 - Member - President's Cabinet
 - Chair – SUNY Orange Cabinet Effectiveness Committee
 - Served on SUNY Orange Strategic Master Plan committee
 - Served on SUNY Orange Academic Master Plan committee
 - Served on City of Newburgh Sustainable Master Plan committee
 - Co-chaired ESL advisory group
 - Appointed to Newburgh Campus planning committee
 - Co-chaired development of SUNY Orange Academic Mission statement
 - SUNY Orange United Way fundraising campaign co-chair
 - Founding executive team member – Eleanor Roosevelt Community College Leadership Institute
 - Created and coordinated, Student Government Organization (District #3)
 - Wrote and presented Middle States report for District 3 to the re-accreditation committee
-

RECOGNITIONS

- Selected for State University of New York's Executive Leadership Institute 2008
 - Member Who's Who Among Students in American Colleges and Universities
 - EOP Counselor of the Year 1999
 - Outstanding Club Advisor 2000
 - Student of the Year 1990
 - Employee of the Year 1992
-