

## EXECUTIVE SUMMARY

An accomplished and committed lifelong education advocate with demonstrated leadership experience in community college excellence. Prepared and determined to dedicate these skills and talents to Iowa Valley Community College District. Extensive experience collaborating with K-12, four-year higher education institutions, governmental agencies and businesses. Focused on collaboration, sustainability, transparency and ethics.

## PROFESSIONAL EXPERIENCE

### Provost

2017 to current

Des Moines Area Community College, Urban Campus, Des Moines, IA

Serve as the Chief Executive Officer of Des Moines Area Community College's Urban Campus which is the second largest of six district campuses. Also oversee three of six district wide attendance centers. Supervise 65 full time faculty, 74 full time staff, 75 part-time faculty and 50 part-time staff while overseeing a budget of 20.1 million. Ensure campus and centers are meeting the unique community and business needs of the diverse Des Moines core community while thriving as a part of the largest community college and undergraduate institution in Iowa.

- Provide oversight of Urban Campus which serves over 3200 credit and 2000 noncredit students annually, enrolled in both Arts & Sciences and Career & Technical Programs located in the heart of downtown Des Moines. Urban Campus serves the most diverse student population in the state of Iowa
- Provide oversight of the Evelyn K Davis Center for Working Families to provide community services, youth programming, personal and professional financial literacy and small business incubation/training for over 7000 clients per year
- Provide oversight of the Southridge Center's credit students and dual enrollment students serving the southern rural areas of Central Iowa as well as nineteen high schools
- Provide oversight of districtwide non-credit High School Completion (HiSET/GED) and English Language Learning programs
- Provide oversight of the district's secondary and postsecondary programs for incarcerated individuals at two state correctional facilities

### Responsibilities:

- Serve on President's Cabinet, Guided Pathways Task Force and Leadership Council to provide districtwide input and assistance
- Represent College President at meetings and functions in President's absence
- Manage \$20.1 million-dollar annual budget ending each year under budget, supporting all staffing, physical plant needs, technology upgrades and auxiliary services
- Expanded programs in Surgical Technology, Interior Design, English Language Learning, Department of Corrections Post-Secondary and High School Completion

- Led the design and implementation of a \$26 million physical plant project resulting in a new STEM center, Student Services and Student Lounge building as well as extensive remodeling of Urban Campus' original building resulting in a multiple use space housing the library and academic support services, creating a modern Learning Commons
- Raised 5 million dollars in capital campaign to support Urban's campus expansion.
- Led the building purchase and subsequent relocation of the Evelyn K Davis Center for Working Families, resulting in twice the square footage to provide financial literacy programming, youth training programs and workforce training to Des Moines' core communities
- Built partnership with University of Northern Iowa and subsequent creation of UNI@DMACC, partnering to raise funds and recruit place-bound students to complete a bachelor's degree at the regent institution while not leaving DMACC Urban Campus and paying community college tuition rates throughout their bachelor's degree journey
- Streamlined district wide offerings in HiSET/GED and ELL to create face-to-face and virtual class offerings for over 2500 students
- Ensured security and safety across campus and centers by implementing 24-hour security staff plus investing in comprehensive cameras, locking systems and security technology
- Initiated district wide systems to improve enrollment tracking resulting in earlier course additions/cancellations, fewer disruptions to students and a more efficient class schedule to ensure student access, as well as term to term retention
- Secured 7.3 million dollars in grant funding to address recruitment and retention issues, food insecurity and child care needs. This includes supporting two TRiO programs, Department of Labor YouthBuild program as well as grants to support the Evelyn K Davis Center
- Administered personnel policies and procedures including collective bargaining agreements, EEO/AA plan, employee development, evaluation and the Quality Faculty Plan
- Collaborated with DMACC's two unions to come to mutually beneficial agreements
- Participated in college-wide strategic planning and led the Urban Campus in environmental scanning, resulting in developing campus and departmental plans that align with the college's strategic goals
- Collaborated with the DMACC Foundation, grants office, community partners, and other academic leaders to secure scholarships and grants that meet the needs of individual campuses and the institution
- Improved retention outcomes by implementing a variety of high impact practices including family nights for special populations, FAFSA Fridays, new student orientations, first year college experience course, proactive academic and financial advising, learning communities, bridge programming, youth programs, expanded tutoring and work-based learning programs

**Associate Provost, Academic Support**

May 2011 to June 2017

**Associate Provost, Student Services**

April 2008 to May 2011

Des Moines Area Community College, Urban Campus, Des Moines, IA

Supervised all Academic Support and part-time Instruction including hiring, termination and evaluation. Oversaw all Adult Literacy Programming including English as Second Language, High School Equivalency, and Adult Basic and Secondary Education at Urban Campus. Supervised Student Services at DMACC Urban Campus, including advising, counseling, admissions, registration, bookstore, security, financial aid, student accounts, and testing center. Provided direction and support to students, staff, faculty and administration involved in the grievance and discipline processes

at Urban Campus as an ombudsperson and an administrator, including general complaints, harassment, discrimination, academic misconduct, nonacademic misconduct and grade appeals.

Responsibilities:

- Led DMACC Board of Trustees retreat
- Developed and delivered training sessions for new and returning part-time instructors concerning technical issues and classroom management in groups and on an individual basis
- Trained campus community about student, instructor and ombudsperson roles and responsibilities concerning DMACC policies and procedures and external judiciary affairs such as FERPA
- Collaborated with community agencies in partnership grants to serve the college and community population
- Created internal procedural guidelines for all Student Services and Academic Support areas
- Implemented effective campus wide communication by creating current brochures, flyers, newsletters in both paper and electronic formats

**Counselor**

June 2003 to May 2008

Des Moines Area Community College, Urban/Des Moines Campus, Des Moines, IA

Provided confidential comprehensive personal, academic and social counseling to the most diverse community college campus population in the state. Taught Student Development courses to new and graduating students.

Responsibilities:

- Represented Student Services in AQIP accreditation at HLC Retreat
- Introduced and led LEAN continuous improvement process to various areas of campus to create efficiencies
- Created and lead workshop and course opportunities for students' career and social development to promote retention
- Coordinated and streamlined services for students with disabilities with use of newly developed database system
- Created and advised the Sudanese Student Alliance
- Advised Phi Theta Kappa Honors Society
- Trained new advisors and counselors and supervised work study students

**NON-ACADEMIC PROFESSIONAL EXPERIENCE**

**Restaurant Manager/Head Trainer**

January 1996 to June

2003

Fresh Foods Concepts, Mondo's, Coralville, IA

- Supervised 60+ employees

- Developed and implemented training manual to ensure consistency of services
- Developed staff schedule
- Inventoried, maintained, and purchased store beverage stock
- Organized and processed daily, weekly, and monthly financial accounts
- Conducted human resource responsibilities by evaluating, hiring and terminating employees

**Intern**  
2001

August 2000 to May

The University of Iowa Career Development Services, Iowa City, IA

- Presented Career Development opportunities to students
- Critiqued resumes
- Guided students through internship process

**EDUCATION**

Ph.D. in Higher Education, Iowa State University, Ames, IA 2015

Community College Leadership

*English as a Second Language courses: a path to college? A study of noncredit ESL students and their patterns of matriculation to community college*

M.A. Degree in Education, The University of Iowa, Iowa City, IA 2003

School Counseling

B.A. Degree, The University of Iowa, Iowa City, IA 2001

Psychology

**LEADERSHIP**

**Des Moines Area Community College**

DMACC President's Cabinet

DMACC Alignment/Guided Pathways Task Force

DMACC Incident Command Team

DMACC Board of Trustees Retreat Coordinator

Latino, African, and Asian/Pacific Islander Family Night Coordinator

DMACC part-time Faculty Advisory Committee

AQIP Representative for DMACC

DMACC Urban Campus Multicultural and Diversity Leadership Team

DMACC Curriculum Commission

DMACC Disabilities Education and Action Committee

### **State and National Service**

American Association for Women in Community Colleges 2023 - current

University of Northern Iowa, UNI@DMACC Advisory Council, 2021-current

Iowa State University, College of Human Sciences, Advisory Council, Interim Board Chair 2018-current

### **Professional Growth**

Executive Leadership Institute, League of Innovation in Community Colleges, 2022-23

Leadership, Education and Advancement Pipeline 2015

Leadership Initiative In A New Century (LINC) 2004

### **Community Service**

6<sup>th</sup> Avenue Corridor Economic Development, Board of Directors, Secretary 2018-current

Downtown Chamber of Commerce, 2018-current

United Way of Central Iowa, Agency Directors Council, 2017-current

Greater Des Moines Partnership, Attraction and Retention Council, 2023-current

Young Women's Resource Center, Board President 2015-21

Oakridge Neighborhood, Board of Directors 2017-19

South Des Moines Chamber of Commerce Board Member 2011-13

Student Iowa School Counselor Association, Treasurer 2002-2003

### **SELECTED PROFESSIONAL PRESENTATIONS**

Navigating Conflict in Leadership Positions, Iowa Community College Leadership Institute, 2022

Hiring Faculty: What do Administrators Look For? Iowa State University Graduate College, Preparing Future Faculty Panel, 2017 to current

Leading Change, United Way Directors, 2015

Working Smarter, Not Harder, United Way Directors, 2015

Implementation of LEAN concepts in Student Services, Way Up conference, 2014