**Rhaslyn J. McGhee, Ph.D.**

303 Compass Court, McDonald, PA 15057

**513-407-2469 |** rhaslynrobb@gmail.com

# SUMMARY OF QUALIFICATIONS

* Demonstrated track record in cultural competency, commitments and contributions to diversity, equity and inclusion that are aligned with prevailing standards of excellence of the National Association Diversity Officers in Higher Education (NADOHE).
* Multi-lingual (Fluent in English & Spanish - writing, listening, speaking, and teaching).
* Demonstrated track record on Student and Academic Affairs’ administration at Community Colleges and Four-Year Colleges.
* Developed and implemented comprehensive marketing plans that enhanced institutional capacity for enrollment management, institutional advancement, and program promotion.
* Developed and implemented recruitment and admission initiatives that ensured student access for success.
* Collaborated with appropriate units on campuses to implement academic and student development goals.
* Developed and monitored department budgets.
* Supervised faculty and staff.
* Developed and implemented comprehensive strategic enrollment management plan.
* Facilitated endowments for University purposes for campus-wide and athletic-department specific.
* Monitored and ensured that institutional financial aid resources met the needs of both new and continuing students.
* Ensured that all admission, financial aid, and marketing operations were conducted in accordance with local, state, and federal regulations and procedures.
* Generated data and interpreted statistical reports for use by the institutional stakeholders and external agencies.
* Conducted effective advisement and registration steps for traditional, non-traditional and dual-enrollment students; ensuring that all actions are aligned to the institutional protocols and accrediting bodies
* Strong background and experience in teaching and academic advising.
* Proven ability to build strong working relationships with faculty, staff and students.
* Possess a comprehensive understanding and respect to the wide range of identities and how their differentiated within unique issues, intersectionality and context.
* Work to ensure equity, diversity, and inclusion are embedded as imperatives in the institutional mission, vision, and strategic plan.
* Committed to planning, catalyzing, facilitating, and evaluating processes of institutional and organizational change.
* Coordination with senior campus administrators and, when appropriate, governing bodies

(e.g., trustees or regents) to revise or remove the embedded institutional policies, procedures, and norms that create differential structural barriers to the access and success of students, faculty, and staff who belong to marginalized and oppressed groups.

* Collaboration with faculty, staff, students, and appropriate institutional governance structures to promote inclusive excellence in teaching and learning across the curriculum and within co-curricular programming.

Embedded within a community of scholars to advocate for inclusive excellence in research, creativity, and scholarship in all fields as fundamental to the mission-driven work of the institution.

* Committed to drawing from existing scholarship and using evidence-based practices to provide intellectual leadership in advancing equity, diversity, and inclusion.
* Ability to optimize the balance between centralization and decentralization of efforts to achieve equity, diversity, and inclusion throughout the institution.
* Ability to conduct periodic campus climate assessments to illuminate strengths, challenges, and gaps in the development and advancement of an equitable, inclusive climate for diversity.
* Works closely with senior administrators to ensure full implementation of and compliance with the legal and regulatory requirements for the institution.

# EDUCATION

|  |  |
| --- | --- |
| **Union Institute & University:** Cincinnati, Ohio  **Doctorate of Philosophy:** Humanities & Culture: Second Language Studies  **Date of Graduation:** September, 2019, Cum Laude | |
| **Ashford University: Clinton, Iowa**  **Master of Arts:** Spanish & Culturally Diverse Education  **Date of Graduation:** May, 2012 **,** Summa Cum Laude    **Central State University**: Wilberforce, Ohio **Bachelor of Arts:** Spanish & English  **Date of Graduation:** May, 2010, Magna Cum Laude |  |
| **WORK EXPERIENCE** |  |

Community College of Allegheny County, Pittsburgh, PA October 2020-Present

**Regional Director of Registration and Advisement**

Manages staff within the institution that provides a proficiency based education to both traditional and online undergraduate students. This position requires a unique combination of strong leadership, technical, and interpersonal skills. Creating and maintaining collaborative working relationships with institutional leadership, faculty, and staff and support University programs and policies as established by federal, state, administrative, and academic entities. Acts as a central communication resource for academic and policy information related to student records management. Responsible for the maintenance and integrity of the academic record.

Oversees all operations in the registration process (record creation, course schedule building, classroom assignment, final exam scheduling, grade processing, transcript issuance, and student enrollment verification)

• Oversees all operations in the transfer credit process and prior learning credit process (evaluation of transcripts, posting of credit, processing and building of transfer credit rules in Datatel)

• Responsible for the development of the Academic Calendar, updating of the Registrar’s Office web site, and assists with the development and publication of the University Catalog.

• Responsible for beginning of term processing in Datatel (building of terms and sessions, term activating students, and assigning student appointments)

• Responsible for end of term processing in Datatel (repeat/replace processing, academic action processes, communication with students related to academic actions, and Dean’s List processing)

• Responsible for enrollment and degree reporting to the National Student Clearinghouse

• Establishes and maintains collaborative and effective working relationships with a diverse group of leaders across the College, with peers at other institutions.

• Serves on various College committees and advisory groups

• Serves on various CCAC committees most notably the PCHE Registrar Group and PCHE Transfer Officer Group

• Develops, evaluates, interprets, and enforces departmental, CCAC System policies, procedures, and strategies relative to the College’s and CCAC’s academic mission

• Manages the fiscal affairs of the department, including budget development and priorities; exercises direct fiscal control over the approved budget

• Directs the activities of clerical staff; determines major personnel decisions including staffing needs, such as hiring and firing; supervising the selection, training and evaluation of staff

• Enforces the provision of the Family Education Rights and Privacy Act (FERPA) and acts as the University’s chief compliance officer for FERPA.

• Enforces compliance with Undergraduate Catalog requirements as they pertain to the Registrar’s Office

• Complies and stays current with relevant rules and regulations of the National Junior Collegiate Athletic Association (NJCAA) and certifies that all student athletes are eligible to participate

• Provides technical leadership for the College’s System of Record, Datatel; participates in the evaluation of a variety of 3rd party software packages that connect to and/or integrate with Datatel

• Participates in Commencement activities; certifies all student record documents related to degree completion and produces diplomas

• Provides Institutional Research assistance for IPEDS, the Common Data Set, US News & World Report, Petersons, the Princeton Review, and NEASC Annual Report

Community College of Allegheny County, Pittsburgh, PA February 2019-Oct. 2020

**Director of TRIO-Student Support Services**

Serves as the primary liaison between the Federal TRIO Program Student Support Services and College administrators, staff, faculty, public school district partners, participants, parents, and community representatives. Provide comprehensive administrative and technical expertise and oversight for externally-funded initiatives. Additional responsibilities include, but not limited to, the following:

* Ensures that funded programs are understood and accepted as an integral part of the College community by representing the program in formal and informal venues, facilitating communication and discussion regarding strategic and operational plans.
* Writes and develops grant proposal for upcoming fiscal cycle, 2020-2025.
* Coordinates with Institutional Research and Data team to align grant parameters to appropriate and attainable projections.
* Assures strong internal systems for technical and fiscal matters.
* Ensures that unit data is collected to establish patterns of employee performance and fiscal return on investment for all programs and collaborative initiatives and reports such data quarterly and annually to the College and external constituencies.
* Establishes and maintains close working relationships with various institutional representatives, the federal government, target K-12 schools and appropriate community agencies.

Assures the development and operation of an effective tracking and monitoring systems by working with the Marketing and Data Communications Specialists, Offices of Admissions, the Registrar, Financial Aid, Enrollment Management, Institutional Research, and academic departments.

* Provides oversight and training toward the advisement and registration, degree auditing and graduation needs for all participants
* Develops competent and effective staff by recruiting, selecting, training, supervising, and evaluating staff members in compliance with the University’s established Affirmative Action/Equal Employment Opportunity policies.
* Represents the Student Support Services program by attending appropriate meetings on and off campus.
* Collaborates with Research & Sponsored Programs, Deans of Students, and Campus Presidents in prospecting for additional student support funding aimed at pre-collegiate and collegiate programs.
* Facilitates the development of activities and programs designed to encourage underrepresented populations to overcome barriers to postsecondary education by assisting Deans of Student Development Services with program preparation and implementation.
* Provides direct academic support services to Student Support Service participants and supervises participants at activities, cultural events, and cultural trips.
* Facilitates work environment that encourages knowledge of, respect for, and development of skills to engage with those of other cultures or backgrounds.
* Implements special projects assigned by Campus President and College-wide President.

Community College of Allegheny County November 2019 -Present

## Director of Verizon Innovative Learning (VIL)

As a presidentially-appointed assignment, this role serves as the primary point of contact for both

National Association of Community College Entrepreneurship (NACCE) and Verizon Educational Foundation for the College. 2020 is the inaugural year for the VIL program to be implemented at CCAC and the entire Pittsburgh region. Functionally includes, but not limited to, the following:

* Lead multi-year, $240k national STEM initiative for Verizon’s 1:1 education initiative providing equity and access to personalized learning technology for nearly 100 low-income middle school students.
* Hire and train the program coordinator, STEM teaching staff, embedded tutors and mentors.
* Coordinate with the College’s Facilities, Information Technology, Human Resources, Campus Presidents, Safety and Security, and Financial offices to ensure the successful implementation of grant logistics.
* Provides oversight and training toward the advisement and registration, degree auditing and graduation needs for all participants
* Submit the annual Request for Proposal narrative required to obtain and renew the grant
* Manage a remote, layered, cross-functional team of 20 grant facilitators to deliver professional learning and community support to 100 students; distributes/provides support for tablets and data for educators and IT staff.
* Drive strategic and tactical plans for the program to scale from 100 students to approximately 250 by 2023.
* Foster a culture of accountability, credibility and performance by instituting data-driven, competency-focused, middle and end-of-year progress reports for each student back to the Verizon Foundation.
* Responsible for the reporting of key metrics, achievements and trends from the school level to the national level for Digital Promise and Verizon Foundation Board presentations.
* Collaborate with district leaders to resolve challenges and meet or exceed annual objectives successfully and credibly communicate with and report to senior-level executives at Verizon.
* Direct the establishment of robust communications plans for VIL capturing and highlighting best practices from the network.

Central State University, Wilberforce, Ohio August 2013-Dec 2018

**Academic Affairs Administration:**

* Professor of Spanish. Provided challenging course work, innovative projects, and stimulating exercises while utilizing active learning techniques and hands-on approach. Promoted the utilization of state-of-the art technology and cultivated greater general education skills such as communications along with quantitative and critical thinking. Managed and advised average of 115 students each year. Participated in several committees and work collaboratively on department assessments.
* As departmental Chairperson (Spanish), supervised faculty. Hired and on-boarded additional foreign language faculty and two-cycles of Fulbright scholars.
* Earned recognition as a knowledgeable teacher with well-organized, stimulating, and student centered courses. Gained further accolades for overall involvement and attendance at extracurricular activities.
* Developed and taught all Beginner/Intermediate/Advanced level coursework intended for differentiated instruction.
* Served on academic or administrative committees that dealt with institutional policies, departmental matters, and academic issues.
* Prepared and delivered lectures to undergraduate and graduate students on topics such as how to speak and write a foreign language and the cultural aspects of areas where a particular language is used.

**Student cum Academic Affairs Administration**: August 2013-Dec 2018

* Advised students on academic and vocational curricula and on career issues.
* Participated in student recruitment, registration, and placement activities. Served as adviser to student organizations. Supervised undergraduate and graduate teaching, internship, and research work.
* Organized and directed study abroad programs.

Implemented programs and strategic plans within the Department of Athletics designed to assure the academic integrity of the athletics program and the practices to promote the welfare of student-athletes.

* Evaluated the academic credentials of entering student-athletes (NCAA Clearinghouse), the academic progress of continuing students, and the rates at which student-athletes graduate from the institution.
* Reviewed and monitored the variety of academic services available to student-athletes.
* Remained current and apprised of institutional compliance activities and responsibilities which involve campus entities outside of the Athletics Department to help ensure compliance related to academic eligibility, transfer requirements and restrictions, and enforcement procedures.
* Developed and maintained direct contact with student-athletes on a systematic and periodic basis.
* Served as Chair of the Athletics Advisory Board (UAB) and in this capacity, contributed to the continuing education of faculty and other members of the Athletic Administrative Board (AAB) by providing information and insight about Post-Secondary Academic Council (PSAC) and National Collegiate Athletic Association (NCAA) processes.
* Represented the institution as a delegate to the annual NCAA Convention as well as the bi-annual Conference meetings, etc., as needed. Voting member for NCAA legislation.
* Vital and formal role in any NCAA self-study or certification program review and the Coaches Certification Program Recruiting Examination.
* Participated in PSAC meetings of fellow Faculty Athletic Representative (FARs) and provide input on decisions of policy and/or regulations to come before the Executive Committee.

**Student Affairs Administration**

## Creator of *Marauder Express* Enrollment & Recruitment Plan July 2014-Dec 2018

* Spearhead efforts that increased recruitment and enrollment during an era of extreme financial hardship for Central State University (CSU). During this period, the University had experienced almost a forty-percent furlough (or layoff), and manpower from across campus was implored to insight the task of increasing enrollment. I was personally asked to develop a recruitment plan and enrollment strategy within TWO weeks. This program, affectionately known as *Marauder Express*, was implemented and used within the University admissions department.

Additional responsibilities included the following:

* Directed the development and implementation of a comprehensive enrollment management and recruitment plan for successful recruitment and enrollment of traditional students, adult and graduate learners, military veterans and international students. This initiative targeted areas concentrated to Ohio and external regions receiving tuition reciprocity.
* Collaborated with campus leadership to support a culture that promoted recruitment, retention and completion for diverse student populations through coordinated campus initiatives and resources.
* Oversaw the implementation of financial aid strategies and policies, through collaboration with the Vice President for Finance and Administration in the leveraging of financial aid, pricing and related issues to optimize the use of federal, state and institutional resources in the recruitment and retention of students.
* Provided strategic direction and leadership to Offices of Admissions, Financial Aid and Marketing and Communications to achieve enrollment goals.  Prepared annual reports to the President.

## Judicial Affairs Coordinator Oct. 2013-Aug. 2014

* Developed and enforced the University’s Student Codes of Conduct.
* Articulated and educated the University community about policies, procedures, and standards.
* Developed and implemented policies and procedures; primarily “Zero Tolerance Policy” clauses.
* Provided the leadership in all investigations, adjudications and general resolution of cases that were referred to Judicial Affairs/Dean’s Office.
* Served as institutional contact and referral point for students, parents and clients who had questions and concerns regarding the judicial process.
* Advised and trained the Judicial Hearing Board - comprised of students, faculty and staff.
* Maintained the judicial cases management database/system, *MyConduct Coordinator* software.
* Provided the leadership that coordinated judicial hearings and restorative justice circles.

**Institutional Advancement/Endowment Coordinator & Faculty Athletic Representative *(Appointed by University President, with direct consult with Vice President of Institutional Advancement)*** Jan 2016-Dec 2018

* Met with potential donors and alumni on a continual basis to build rapport.
* Assisted in the development of programming to perpetuate large gifts from major donors.
* Sought out and wrote grants, organized proposals for funds for department-wide use.
* Facilitated frequent mailing and phone-a-thon campaigns.
* Assisted in the “Give Your Year Campaign” Drive; a major drive for the alumni of the university.
* Coordinated special fundraising events.
* Worked directly with Vice President of Advancement to coordinate growth and implementation of funds.

**University In-Service: Office of Advising and Registration** August 2017-Dec 2018

* Proficient use of Banner, Housing Director and Compliance Assistant (CSU Records Databases).
* Assisted in add, drops and withdrawal documentation within the University system.
* Directed in-person, phone and email inquiries to the respective offices and personnel.
* Co-coordinated Senior Salute Gala and Registration.
* Co-facilitated Undergraduate baccalaureate and commencement exercises.
* Filed registration documents.

Hamilton County Math & Science Academy, Cincinnati, Ohio Nov. 2010 to Aug. 2013

**Spanish Teacher**

* Taught eight separate classes daily, ranging from Kindergarten to Middle School.
* Constructed the entire Spanish department curriculum.
* Created and spearheaded HCMSA Spanish club.
* Organized the annual “Cinco de Mayo” celebration.
* Planned school’s first Spanish field trip to a multi-cultural museum and Hispanic restaurant.
* Assisted co-teachers with state testing preparations; resulting in a 15% testing result increase
* Intervention for Spanish I/II language learning for all IEP students.
* Developed all prep work for and introduced new textbook driven writing-focused curriculum to complement oral focus for Spanish program.
  + Created visual aids, board games, flashcards, and all course materials. o Initiated written mechanics and grammar within the reading and writing program.
  + Personally-commended by head of school for creating and implementing new curriculum.

Fifth Third Bancorp, Cincinnati, Ohio June 2010-November 2010

**Bilingual Fraud Analyst**

Effectively-communicated with native speakers via phone and e-mail within Latin American countries. Specific duties included, but not limited to, the following:

* Assisted in division meetings to ensure the work volume and daily tasks were handled efficiently.
* Successfully-salvaged bank fraud by communicating with Bank members to ensure validity.
* Maintained customer loyalty through early detection and fraud interception.

Upward Bound, Frankfort, Kentucky August 2007-August 2008

**Spanish, Student Instructor**

Student Instructor for a Spanish I/II classroom of over 20 students  Filed student records/Assessment reports.

* Arranged lead tutor/teacher meetings.
* Successfully assisted students in assessments and classroom management by working with students individually.
* Lead Student Instructor during extraneous field days.
* Coordinated bus travel/route schedules for all students to correspond with students’ class schedules.
* Maintained hall monitoring for female students’ dormitory to provide a safe and healthy working environment.

# ACTIVITIES/COMMUNITY SERVICE

* College-wide Representative of the National Association of Community College

Entrepreneurship (NACCE) at the Community College of Allegheny County

* Board Member for the Riverside Center for Innovation (RCI), a campus presidential appointment
* Principal Investigator/Chairperson of the NACCE/VIL Foundation Program to enhance diversity in STEM
* American Heart Association, Heart Mini Marathon, participant and volunteer
* Susan G. Komen Breast Cancer Walk, participant and volunteer
* Camp Joy, Grounds-keeper volunteer
* Cincinnati Fly Pig Marathon, Chip-Clip volunteer
* HCMSA Fashion Show, Chair and Coordinator
* National Honor Society, HCMSA Chapter, Chairperson
* Athletic Department Winter Season, HCMSA chapter, Volunteer
* Alpha Kappa Mu Honor Society, Member
* Tutor school age students on weekends

# CERTIFICATIONS AND TRAININGS

* *MyConduct Coordinator* Software
* Ohio State Foreign Language Education K-12
* CASE Workshop/Training on Grantsmanship for Community College Leaders, Washington, DC, 2019
* HBCU Articulation Agreement Conference & Training, Washington, D.C., August 2019
* NACCE/Verizon Leadership Training Institute, Phoenix, AZ, 2020
* SDE Differentiated Instruction Conference, Las Vegas, Nevada, Summer 2011, 2012
* Common Core Standards Workshop, Cincinnati, Ohio Quarterly 2010 – 2013

*References Available Upon Request*