

JOHN MELENDEZ, Ph.D.

New Jersey City University
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EDUCATION

- **Ph.D. Higher Education Administration**, Seton Hall University, South Orange, NJ, 2002
- **M.A. Counseling**, New Jersey City University, Jersey City, NJ, 1988
- **B.A. Theatre Arts**, Rutgers University, Newark, NJ, 1979

EXECUTIVE LEADERSHIP DEVELOPMENT

- **ACE Fellows Program, American Council on Education, 2013-14.** The Fellows Program seeks to develop the leadership ability of individuals who have the capacity to rise to senior leadership in colleges and universities. Served a one-semester residency at the Inter American University, Metropolitan Campus, Cupey, Puerto Rico.
- **Millennium Leadership Initiative, American Association of State Colleges and Universities, 2011.** A premier leadership development program that provides individuals traditionally underrepresented in the highest ranks of higher education the opportunity to develop skills, gain a philosophical overview and build the network needed to advance to the presidency.
- **Leadership New Jersey, 2006.** A statewide leadership program that educates, empowers, and engages talented leaders to create systemic change around New Jersey's most challenging issues.

EMPLOYMENT RECORD SUMMARY

- **New Jersey City University** – Professor of Educational Leadership, 2016 - Present
- **New Jersey City University** – Vice President for Student Affairs, 2007 - 2016
- **New Jersey City University** – Associate Vice President for Student Affairs, 2001 - 2007
- **New Jersey City University** – Assistant Vice President for Student Affairs, 1997 - 2001
- **New Jersey City University** – Assistant to the Vice President for Student Affairs, 1996 – 1997
- **New Jersey City University** – Financial Aid Administrator, 1985 – 1996

- **Bloomfield College** – Financial Aid Administrator, 1982 – 1985
- **ASPIRA Inc. of New Jersey** – Educational Counselor, 1981 – 1982
- **Essex County Community College** – Media Specialist, 1979 – 1980

SELECTED EXPERIENCE

Full Professor, Educational Leadership **2016 – Present**
Community College Leadership Doctoral Program Co-Coordinator
New Jersey City University

Responsibilities include teaching graduate Educational Leadership masters level and Community College Leadership doctoral level program courses, academic advisement of students, and participation in university committees and activities. As doctoral program co-coordinator for the Community College Leadership Program duties include marketing and recruitment, course development, website development, admissions committee, serving as search committee chair, serving on the University Graduate Council, and other duties related to the successful administration of the program.

Vice President for Student Affairs & Enrollment Management **2007 – 2015**
New Jersey City University

Served as the University's chief administrative officer for the Division of Student Affairs, reporting directly to the President of the University and serving as a member of the President's Cabinet and the President's Senior Leadership Team. Provided leadership and direction for a high-quality student-centered Division that maximizes the experience of students both inside and outside the classroom. Responsible for providing leadership, policy review, program development, and budget supervision for the following functional areas: Admissions, Athletics, Campus Life, Centers for Counseling and Wellness Services, Children’s Learning Center, Dean of Students, Financial Aid, Registrar, Residence Life, the Learning Communities Program, University Service Center and Women’s Center. Manage budget of over \$8.5 million and a staff of more than 90 full-time equivalent employees. Major committee responsibilities included co-chairing of the Strategic Enrollment Management Executive Council (SEMEX) and chairing the Institutional Effectiveness/Structure Work Group of the University Strategic Planning Steering Committee.

Associate Vice President for Student Affairs **2001 – 2007**
New Jersey City University

Provided senior level administrative and managerial support to the Vice President of Student Affairs. Among my major responsibilities included serving as divisional lead in developing implementation and upgrade strategies for the People Soft student administration system. In addition, I also supported the Vice President for Student Affairs in the management of day-to-

day student affairs operations. I served as member of the University Facilities Master Planning Committee, Computer Information Systems Vision Group, University Technology Steering Committee, and Critical Incident Response Team. I also supervised the Office of Athletics, Intramural and Recreational Services. In addition, I also served as the senior enrollment management executive and my responsibilities included supervision of the Office of Admissions, Office of Financial Aid, and Office of Registration Services. In this capacity, I prepared enrollment and retention reports for review by the President's Cabinet and also served as Chairperson of the University's Strategic Enrollment Management Committee. I actively participated in the development of marketing and recruitment plans with the Vice President for University Advancement. I also worked collaboratively with the Division of Academic Affairs in coordinating delivery of interdivisional enrollment services and retention activities.

**Assistant Vice President for Student Affairs
New Jersey City University**

1997 – 2001

Assisted the Vice President in all aspects related to managing the Division of Student Affairs. I was also responsible for monitoring budgets of all division departments, maintenance of division databases, and preparation of reports. I served as a member of the following University-wide committees: Strategic Enrollment Management Committee, Human Relations Council, Institutional Planning Council and Facilities Construction Committee. In addition, I prepared and reviewed division grant writing initiatives, served as liaison to the Student Government Organization and supervised the Directors of Athletics and The Learning Communities Program.

**Financial Aid Administrator
New Jersey City University**

1985 – 1996

Assisted the Director in administering all federal, state and institutional aid programs; coordinated the Federal Work-Study Program and processed student payrolls. I also served as liaison between the Office of Financial Aid and the Residence Life Program, the Educational Opportunity Fund Program and the Bursar's Office. As senior staff member, I assisted the Director in all aspects of office management, including the supervision of 14 professional and support staff members. I assisted in the preparation of all federal and state reports, as well as in responding to all internal and external program related audits.

SUMMARY OF CORE COMPETENCIES AND QUALIFICATIONS

Executive/ Managerial

- Over 25 years of progressive executive level leadership/management experience
- Cabinet level experience as Chief Student Affairs Officer
- Direct supervisory experience over complex units
- Advanced and up to date experience and training in strategic planning
- Proven ability to work collaboratively across all University divisions

- Demonstrated ability to work with Board of Trustees at all levels
- Experienced in working with University Foundation Board members
- Disciplined, mission driven, “out of the box” thinking and decision making
- Clear, conceptual thinker with excellent oral and written communication skills
- Experience with developing and managing institutional budgets
- Chairperson for the New Jersey Chief Student Affairs Officers Association

Institutional Service

- Co-Chair, NJCU University Senate, Graduate Studies Committee, 2019-present
- Member, NJCU University Senate, Planning Development & Budget Committee, 2017-2019
- Co-Chair, Middle States Self-Study Accreditation, NJCU Standard IV Subcommittee, 2017-present
- Senator, NJCU University Senate, 2016 – 2019
- Member, University Strategic Planning Steering Committee, 2011 – 2015
- Ex-officio Member, University Senate Student Affairs Committee, 2007 – 2015
- Trustee, University Academy Charter High School, 2005 – 2013
- Co-Chair, NJCU Council on Managers, 2005 – 2007
- Member, University Strategic Planning Council, 2004 – 2007
- Chair, Middle States Self-Study Accreditation, NJCU Mission, Goals, and Objectives Subcommittee, 1999-2000
- Member, NJCU Institutional Planning Council, 1997 – 2000
- Member, Latin American Studies Association, 1996 – 2000
- Vice President, American Federation of Teachers Local 1839, 1994 – 1996
- Treasurer, American Federation of Teachers Local 1839, 1988 – 1994
- Chairperson, NJCU Career Development Committee, 1992 – 1996
- Adjunct Professor, NJCU, Latin American Studies and Academic Foundation Courses, 1991 – 1996
- Mentor, NJCU New Jersey Youth Corp Program, 1988 – 1995
- Member and Past Chairperson, NJCU Council on Hispanic Affairs, 1985 – present

Academic Planning/ Instructional Experience

- Serve as Doctoral Program Co-Coordinator for the Community College Leadership Program at NJCU
- Served as a University Senator, representing the Educational Leadership Department at NJCU, 2016 – 2019
- Served on the University Senate Planning and Budget Committee at NJCU, 2017 - 2019
- Teaching EDLD 812: Leadership Theory and Change Management at NJCU
- Taught EDLD 810: Community College Leadership Institute at NJCU
- Taught EDLD 811: Community Colleges: Past, Present and Future at NJCU
- Taught EDLD 689: School Law and Finance at NJCU

- Taught EDLD 665: Personnel, Supervision and Staff Development at NJCU
- Taught EDLD 668: Research in Urban Education, Supervision and Administration at NJCU
- Co-Chair the Strategic Enrollment Management Executive Council with the Vice President for Academic Affairs
- Active conference participation and presentations to academic, professional and student audiences
- Collaborated with academic leadership on restructuring of Graduate Office services within the Registrar's Office
- Created Center for Student Success (CSS) to provide centralized tutoring services
- Created The Learning Communities (TLC) program to provide academic and student support services for 150 first-generation and low-income students.
- Establish undergraduate enrollment budget goals on an annual basis
- Taught Orientation to College at NJCU
- Taught Introduction to Latin American Studies at NJCU
- Taught Latin American and Caribbean Communities in the United States at NJCU
- Taught Academic Challenge at NJCU

Student Focused Service

- Progressive senior Student Affairs administrative experience
- Experience supervising multiple and core Student Affairs departments
- Documented student success/care initiatives
- Demonstrated use of technology to reach and engage students and effectively manage student issues
- Fully conversant with current Student Development theory and practice
- Solid resource management skills, with a sharp focus on efficiency, accessibility and customer service with minimal budgetary impact
- Keen attention to student safety and wellbeing- provided leadership in developing a campus wide threat assessment and violence prevention program
- Developed conceptual plan for the creation of the University Service Center within the Gilligan Student Union Building
- Experience working with Student Government and other registered student organizations

Enrollment Management

- Oversight over University-wide enrollment management processes
- Coordinated the preparation of annual Five-year Strategic Enrollment Management Report, 2001 - 2011
- Collaborated with campus leadership to create the Strategic Enrollment Management Executive Council (SEMEX)
- Experience with student recruitment, branding, marketing and retention-initiated university wide early intervention programs

- Experience in developing, planning, and implementing new student orientation programs

Budget, Planning and Capital Projects

- Collaborated with senior leadership to address budget cuts through reorganization, consolidation, realigning budgets with University priorities, increasing revenues of existing programs, and creating new revenue sources
- Member, NJCU University Senate, Planning Development & Budget Committee, 2017-2019
- Collaborated with campus leaders in developing annual University budget
- Serve as a member of the West Campus Development Team
- Served as a member of the Campus Master Planning Committee
- In partnership with senior leadership, oversaw the \$21 million renovation/build out of the Gilligan Student Union Building
- Served as Treasurer for AFT Local 1839 from 1988 to 1994

Fundraising/Alumni Relationship Building

- Member, Study in India Program Committee, 2011
- Member, Ben Jones Scholarship Fundraiser Dinner Committee, 2011
- Member, 80TH Anniversary Gala Planning Committee, 2009 – 2010
- Member, Charlie Brown Scholarship Fundraiser Dinner Committee, 2008
- Worked in partnership with the Athletic Department, Office of Campus Life, and University Advancement in planning and execution of alumni focused Homecoming programming, 2000 – 2015

Diversity

- Member of New Jersey City University Human Relations Council, 1996 – 2000
- Member of New Jersey City University Council on Hispanic Affairs, 1985 – present
- Member of the New Jersey City University Affirmative Action Committee, 1996 – 2000
- Knowledge of Affirmative Action/Equal opportunity regulations

Emergency Management Planning

- Served as co-chair of the New Jersey City University Critical Incident Response Team (CIRT), 2006 – 2010
- Assisted in the implementation of the Gothic Alert electronic emergency notification system, a mass communication system for campus emergencies
- Coordinated the university health education response and vaccination effort for seasonal and H1N1 influenzas during publically declared health emergency (2009) utilizing CIRT established protocols
- Served as University liaison, with the Hudson County Emergency Management Office and the Hudson Regional Health Commission in organizing TOPOFF 3, a emergency management exercise that was coordinated in April 2006, that simulated a national and international response to a large-scale, multipoint terrorist attack.

Information Technology Planning

- Member of University Technology Steering Committee, 2004 – 2015
- Member of NJCU Web Advisory Group, 2006 – 2007
- Member of GothicNet Taskforce, 2005 – 2006
- Member of Campus Information Systems Taskforce, 2002 – 2005
- Member of People Soft ERP System implementation Team, 1999 - 2001
- Coordinated with Management Information System and Computer Services the development and deployment of Student Information Terminals throughout campus, 1997 – 2000
- Coordinated with Management Information System and Computer Services the creation of Open Student Computer Labs in Vodra Hall and Guarini Library, 1997 – 2001

Grants Prepared/Received

- Student Support Services Project Grant, U.S. Department of Education, Initial Award Year 1997. Funds are awarded to institutions of higher education to provide opportunities for academic development, assist students with basic college requirements, and to motivate students toward the successful completion of their postsecondary education. The goal of SSSP is to increase the college retention and graduation rates of its participants. Since 1997, NJCU has received a total of \$3,766,333 in federal funding.
- Travel Grant, IHEP Symposium on Financial Literacy and College Success at Minority-Serving Institutions, Initial Award Year 2009. Funds are awarded to Minority Serving Institutions to fund a three-member University team to attend a national symposium on financial literacy. Since 2009, NJCU has received approximately \$37,000 in private grant funding.
- Dual Enrollment Incentive Grant, New Jersey Commission on Higher Education, Award Year 2009. Funds are awarded to NJ institutions to establish dual enrollment programs that enable students to earn college credits while they are still enrolled in high school. Award amount \$20,000.
- Building Attainment and Engagement for Minority Students (BEAMS), Award Years 2005-2008.

External Consultancy

- Middle States Commission on Higher Education: External Reviewer for reaccreditation, Ponce Health Sciences University. March 2017
- Middle States Commission on Higher Education: External Reviewer for reaccreditation, American University of Puerto Rico. March 2017
- Middle States Commission on Higher Education: External Reviewer for reaccreditation, City University of New York (CUNY) Medgar Evers College. October 2016
- Middle States Commission on Higher Education: External Reviewer for reaccreditation, University of Puerto Rico (UPR) Arecibo. April 2016
- Middle States Commission on Higher Education: External Reviewer for reaccreditation, Universidad del Este. April 2015

- Middle States Commission on Higher Education: External Reviewer for reaccreditation, Boricua College. April 2014
- Middle States Commission on Higher Education: External Reviewer for reaccreditation, City University of New York (CUNY) John Jay College. April 2013
- Middle States Commission on Higher Education: External Reviewer for reaccreditation, State University of New York (SUNY) The College at Brockport. April 2012.
- American Association for State Colleges and Universities (AASCU) Hispanic Student Success Study: Study Team Member for Baruch College. March 2007.
- U.S. Department of Education: Field reader for the Title V, Developing Hispanic-Serving Institutions Program. April 2005.
- University of Texas of the Permian Basin: Workshop Facilitator on Connecting Faculty and Students: Challenges in a Non-Traditional Student Growth Market. October 2004.

Honors/Recognitions

- Honoree, Fundacion Manos a la Ayuda, 10th Anniversary Gala, 2016
- ACE Fellowship, American Council on Education, 2013-14
- Jersey City Puerto Rican Parade Committee, Man of the Year, 2009
- Sigma Alpha Pi, The National Society for Leadership and Success, NJCU Chapter, Honorary Member, 2006
- Sigma Delta Pi, The National Collegiate Hispanic Honor Society (La Sociedad Nacional Honoraria Hispánica), NJCU Chapter, Honorary Member, 2001
- Graduate Fellow, Association for the Study of Higher Education (ASHE) National Conference, 2000
- Opportunity Scholarship Program, Jersey City State College, The OSP Distinguished Administrator of the Year, 1992

Professional Memberships

- Council for the Study of Community Colleges, 2016 – present
- American Association of Collegiate Registrars and Admissions Officers, 2000 – 2016
- National Association of College and University Business Officers, 2003 - 2016
- National Association of College and University Business Officers, 2002 – 2016
- Member, New Jersey Association of Student Financial Aid Administrators, 1983 – 2008
- Member, Association for the Study of Higher Education, 2000 – 2004

SELECTED PRESENTATIONS

College Reading and Learning Association (CRLA) PA/NJ Conference (2019), *Pathways to Becoming a Campus Leader*.

NACADA Region 2 Preconference Workshop (2019), *Engaging Students in Action-Oriented Career Exploration*.

Bronx Community College's Sixth Annual Conference on Community College Excellence (2019), *Engaging Adult Online Learners*.

NJNY ACRAO Fall Conference (2018), *Developing Your Career Pathway in Higher Education Administration*.

Latino Center on Aging Conference (2010), *Latinos in New Jersey: Removing Barriers to Community Well-being*.

Office of Postsecondary Education, U.S. Department of Education (2009), *Forum on Fostering Student Persistence and Degree Attainment*.

Education Trust National Conference (2008), *Building Engagement and Attainment for Minority Students*.

Council for Opportunity in Education's 27th Annual Conference (2008), *Increasing Student Success at Minority Serving Institutions: The BEAMS Project Research*.

Institute for Higher Education Policy (2008), *Final Findings from the BEAMS Project: Best Practices for Increasing Student Engagement and Success*

New Jersey Committee of Residence Educators Conference (2007), *A Dialogue with Chief Student Affairs Officers, Chief Housing Officers and Chief Security Officers*.

National Association of Student Affairs Professional Association Drive-In Conference (2006), *Student Affairs Professionals as Non-Traditional Students: How to Succeed in Doctoral Study*.

New Jersey Association of Student Financial Aid Administrators Fall Conference (2005), *A Conversation with Financial Aid Directors*.

Aspira Inc. of New Jersey 6th Annual Latino Education Conference (2004), *Bilingual Developmental Approaches to Enhancing College-ESL Students Academic Success*.

Association for the Study of Higher Education Annual Conference (2004), *Doctoral Scholarship Examined: Dissertation Research in the Field of Higher Education Studies*.

Hispanic Association of Colleges and Universities 10th Annual Meeting (1997), *The Urban College and Public School Program-Matching College Mentors to Inner-City Public School Children*.