

Dr. FLECIA R. THOMAS
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EDUCATION:

May 2005

*Doctor of Philosophy,
Counselor Education
Department of Educational
Psychology*

*Southern Illinois University at
Carbondale, Carbondale, Illinois*

December 1983

*Master of Science in Education,
Counselor Education
Department of Educational
Psychology*

*Illinois State University, Normal,
Illinois*

May 1982

*Bachelor of Science, Speech
Communication
Department of Communication*

*Illinois State University, Normal,
Illinois*

PROFESSIONAL EXPERIENCES:

Dean of Student Success/Development (Reporting through Academic and Student Affairs)

McHenry County College (MCC)

July 2009 - Present

- Supervise Advising and Transfer Center, New Student Orientation, Multicultural Student Affairs, Student Conduct, Student Activities, Career Services, Counseling Faculty, SAGE Learning Resource Center, Special Needs, Testing Center and The First Year Experience Program (Faculty)
- Supervise and evaluate the performance of faculty and staff; interview and select employees, and recommend disciplinary actions when appropriate
- Faculty classroom observation
- Oversee disciplinary and complaint issues from students and parents
- Prepare and administer the departmental budget
- Research and prepare funding proposals in areas of responsibility
- Use data and assess departmental functions in order to recommend retention, modification, and/or implementation of new services to ensure the success and retention of all MCC students
- Design effective workflow for departmental processes that includes effective management of people and data
- Provide staff development opportunities for staff members, including training in student development, retention strategies, diversity, and other topics
- Build and maintain strong working relationships with faculty and administrators
- Design new programs
- Lead and facilitate a working environment grounded in continuous learning and service excellence
- Actively participate in and lead institutional quality improvement efforts (including AQIP, Foundations of Excellence, Systems Portfolio, etc.)
- Prepare and complete board and annual reports (e.g. program reviews performance report, underrepresented report, etc.)
- Lead the growth and expansion of current retention and success initiatives
- Direct and implement new student success programs
- Assist with college wide events such as commencement ceremonies, open houses, etc.
- Assist in meeting the college's staff diversity goal
- Member of college wide committees: Co-Chair-MCC's Retention, Chair -New Student Convocation, Administrators' Leadership Council, Vice President for Academic and Student Affairs Dean's, Diversity, Campus Assessment, Priority Registration, Behavior Intervention Team, Tobacco Free Campus, Study Skills, Student Affairs Reallocation of Space Study

Director, Student Success Center

Arizona State University-West

August 1, 2008 – June 2009

- Plans, directs and evaluates the academic support and retention programs and service
- Supervises directly and through subordinate supervisors all department staff
- Oversees and participates in the hiring, training, and evaluation of department staff
- Confers with university officials, budget administrators, and/or staff to make determinations for budget development, strategic planning, requests, and management analysis and accountability reports
- Establishes expenditure controls and recommends the allocation of resources
- Develops and monitors daily operations and facilities for the Student Success Center
- Tracks usage and develops reports on activity/use by students and guests
- Participates in the development and planning of future services and activities
- Provides leadership for the Summer Bridge Program
- Coordinate Supplemental Instruction
- Maintain relationships with faculty, deans and other department heads to develop collaborative retention programs
- Represents UASP and the University on committees as assigned
- Advise the Black Student Union

Director, African American Academic Network

University of Illinois at Chicago

2000 – July 2008

- Provide administration of all programmatic activities and supervision for 15 Academic Professionals, 5(1) Clerical, 2 Graduate Assistants and 20 Student Workers
- Oversee the three units within the office: Recruitment/ Admission Team, Academic Advising Team and the Learning Resources Center
- Budget Management
- Hiring, training, development and evaluation of staff
- Develop programs to enhance recruitment and retention of students
- Coordinate orientation activities for students
- Establish and maintain collaborative working relationships with community liaisons, academic and student affairs departments
- Fundraising/Development
- Coordinate alumni reunion activities
- Develop and implement learning resource assistance programs
- Teach a supplemental instructional course
- Integrate student learning and development theories into services and programs
- Coordinate a student mentoring program
- Co-Chair the Parent Networking Associations
- Design recruitment and retention strategies
- Advise prospective students (high school and community college)
- Supervise staff members on Admission and Financial Aid committees
- Program evaluation
- Collect and report data (tracking, enrollment, retention, etc.)
- Database management
- Maintain membership on the following Academic Affairs, Student Affairs and Enrollment Management committees:
 - Provost Diversity Strategic Thinking/Planning Committee
 - 2010 Committee (Provost Strategic Thinking Committee)
 - Various Grant writing teams
 - Provost, Enrollment Impact Committee- UIC
 - Chancellor' Committee on the Status of Blacks -UIC
 - Chancellor' Committee on the Status of LGBTI -UIC
 - Student Affairs Research Committee- UIC

Director, Multicultural Student Services

Bradley University, Peoria, IL

1997 – 2000

- Budget Management
- Hiring, training, development and evaluation of staff
- Directed student leadership development activities
- Co-coordinated campus-wide diversity dialogue training
- Interpreted Immigration and Naturalization Services (INS) regulations
- Ensured that the University was in compliance with INS regulations
- Provided INS training to university faculty and administrators
- Coordinated campus-wide cultural history month activities
- Developed programs to enhance retention of students
- Served as facility manager for the Romeo B. Garrett Cultural Center
- Coordinated orientation activities for students
- Co-sponsored events with organizations in the City of Peoria
- Provided programming and organizational advisement to minority and international and minority student
- Supported the interest of and served as an advocate for minority and international student communities
- Promoted campus awareness of and sensitivity to multicultural and diversity issues
- Provide administration of all programmatic activities and supervised professional staff, graduate assistants and undergraduate peer counselors
- Advised multicultural student organizations
- Established and maintained cooperative working relationships with academic and student affairs departments
- Strengthened university relationships with students and organizations within the Bradley University community
- Fundraising: The Garrett Center Campaign 2000
- Coordinated Alumni Reunion Weekend Activities

Director, Multicultural Affairs Office

Washburn University, Topeka, KS

1991 – 1994

- Developed and implemented programs to serve the academic, social, and cultural needs of minority students
- Advised multicultural student organizations
- Established and maintained cooperative working relationships with academic and student affairs departments
- Provided individual, academic and personal counseling
- Assisted in the creation of an on-campus environment, which encouraged and valued the full participation of all students
- Heightened sensitivity to minority issues by developing programs and services
- Provided advocacy and support for the concerns of minority students
- Developed and implemented policy and program recommendations for the recruitment and retention of minority students
- Built and strengthened the University's relationship with students and organizations within the Topeka community
- Wrote grants to support programmatic endeavors
- Minority Student Advisory Committee, Chaired
- Washburn University Citizen Advisory Committee, Member
- Multicultural Curriculum Committee, Department of Education, Member

Associate Director, University Programming and Activities

Northern Illinois University, DeKalb, Illinois

1988 – 1991

- *Administrative:*
 Performed various duties of the Director in her absence
 Followed Affirmative Action policies in hiring and supervising staff
 Coordinated staff development
 Developed and implemented policies
 Monitored various budgets

Coordinated office research
Coordinated new staff training

- *Teaching/Leadership:*
Taught a 2-3 credit leadership course
Developed monetary leadership awards through corporate sponsorship
Coordinated an annual Student Leadership Banquet
Coordinated an annual Student Leadership Conference
Coordinated developmental workshops for student organizations
- *Advisement:*
Advised the Black Greek Council
Advised Student Association Committees
Advised Black Theater Workshop
- *Committee Assignment:*
Minority Personnel Concerns Committee, Division of Student Affairs, Chaired
Supportive Professional Staff Committee, campus-wide, Member
Student Affairs Research Committee, Member

**Assistant Director, Student Development
Office of Minority Educational Affairs/Committee on Special Educational Programs (COSEP)
Cornell University, Ithaca, NY**

1986 – 1988

- Served as a student development staff liaison with the campus-wide University Unions programs
- Coordinated minority student orientation
- Organized leadership conferences
- Coordinated an on/off-campus employment program
- Ensured that all work-study assignments were productive and educationally rewarding
- Advised the Minority Student Yearbook staff
- Chairperson, COSEP Finance Committee
- Worked closely with Hispanic and Black Greek organizations
- Organized developmental seminars
- Coordinated Senior Class Banquet activities
- Provided personal, social, crisis, and academic counseling
- Designed training manuals
- Assisted with minority student recruitment
- Assessed student academic progress by working closely with the Learning Skills Center
- Coordinated summer activities for the Pre-Freshmen Program
- Hired/supervised staff

**Counselor/Job Developer
Office of Financial Aid and Student Employment
Cornell University, Ithaca, NY**

1985 – 1986

- Coordinated on and off-campus informational programs
- Served as liaison to student groups
- Assisted students with job search and other employment-related concerns
- Coordinated Peer Counselor training
- Supervised the publishing of the “Student Employment Newsletter”
- Taught students resume` writing and construction skills
- Developed campus-wide in-service training
- Provided nation-wide job referrals
- Coordinated Job Fairs

Residence Hall Director**Department of Residence Life, Low Rises 6, 7 And 9****Cornell University, Ithaca, NY****1984 – 1985**

- Hired and trained Resident Advisors and a Programming Assistant
- Developed and implemented policies
- Reviewed student eligibility for housing
- Issued contracts
- Budget preparation and allocation
- Prepared reports
- Represented the department on campus-wide committees
- Planned/implemented student training
- Facilitated responsible resident behavior through the initiation of an educational judicial process
- Provided personal, academic, and crisis intervention counseling
- Advised resident hall councils

TEACHING EXPERIENCE:**Adjunct Instructor****First Year Experience Course****McHenry County College****Every eight weeks since Fall 2009- Present**

- Teach College survival skills
- Lectured on study skills
- Lecture diversity
- Lecture on personal responsibility
- Lectured on critical thinking skills

Adjunct Instructor, Appraisal**Educational Leadership and Human Development Department,****Bradley University, Peoria, Illinois****Spring 1999**

- Lectured on various assessment instruments; statistical and measurement procedures and ethics
- Administered exams
- Graded presentations and instrument critiques

Adjunct Instructor: Pre Practicum**Educational Leadership and Human Development Department,****Bradley University, Peoria, Illinois****Fall 1998**

- Lectured on basic and advance counseling skills
- Administered an exam
- Reviewed and graded student videotapes
- Provided individual and group consultation as students developed their counseling skills.

Adjunct Instructor, Internship**Educational Leadership and Human Development Department****Bradley University, Peoria, Illinois****Spring 1998**

- Lectured on professional ethics
- Supervised master level practicum students
- Reviewed student's case notes on their clients
- Graded videotapes of student counseling sessions
- Visited student-practicum sites

**Adjunct Instructor, Pre Practicum
Educational Leadership and Human Development Department,
Bradley University, Peoria, Illinois
Fall 1997**

- Lectured on basic and advance counseling skills
- Administered an exam
- Reviewed and graded student video tapes
- Provided individual and group consultation as students developed their counseling skills

**Instructor/Practicum Supervisor (Teaching Assistant)
Educational Psychology and Special Education
Southern Illinois University at Carbondale, Carbondale, Illinois
Summer 1997**

- Supervised master level practicum students
- Reviewed student case notes on their clients
- Reviewed student tapes
- Assigned clients to students within the SIU Clinical Center
- Lectured on topics related to counseling

**Adolescent and Adult Counseling Theory, Techniques, and Practice (Teaching Assistant)
Educational Psychology and Special Education
Southern Illinois University at Carbondale, Carbondale, Illinois
Fall 1996**

- Designed course syllabus and activities
- Lectured on the prevailing theories, key concepts, and techniques of counseling
- Assisted students with assignments
- Graded papers
- Prepared final exam

**Multicultural Counseling (Teaching Assistant)
Educational Psychology and Special Education
Southern Illinois University at Carbondale, Carbondale, Illinois
Summer 1996**

- Assisted in the preparation of the class syllabus and activities
- Presented class lectures
- Graded assignments
- Facilitated a bi-weekly dialogue group as part of the course requirements

**Counseling Skills (Teaching Assistant)
Educational Psychology and Special Education
Southern Illinois University at Carbondale, Carbondale, Illinois
Spring 1995**

- Assisted the counseling skills instructor
- Assisted students in their practice and use of counseling skills
- Provided individual and group supervision

**Instructor, Study Skills: Lac 100-Taught 4 Sections, 1st 9 Weeks (Teaching Assistant)
Center for Basic Skills
Southern Illinois University at Carbondale, Carbondale, Illinois
Fall 1994**

- Taught study skills: e.g., reading, writing, note taking, and time management skills

Instructor, Career Decision-Making Taught 2nd 9 Weeks (Teaching Assistant)

Educational Psychology and Special Education
Southern Illinois University at Carbondale, Carbondale, Illinois
Fall 1994

- Taught career decision-making skills
- Taught resume` writing skills
- Administered and provided assessment of various career inventories
- Facilitated information processing derived from their use of the Discover Program
- Provided individual career counseling