

Melinda L. Tejada, Ed.D.

EDUCATION

Northern Illinois University, DeKalb IL
Ed.D. Curriculum and Instruction, 2013

George Williams College, Downers Grove IL
M.S. Counseling Psychology, 1983

Murray State University, Murray KY
B.S. Psychology, Secondary Ed. Certificate, 1981

PROFESSIONAL EXPERIENCE

Waubonsee Community College, Sugar Grove, IL, January 1988-present

A comprehensive community college with four campuses serving over 14,000 students annually; AA, AS, AAS, AFA and AES degree programs; 72 million budget; 489 staff and 108 full-time faculty.

Vice President of Student Development, March 2012-present

- One of four vice presidents reporting to the president
- Senior Student Affairs Officer who provides leadership and coordination for a comprehensive program of student development services including Admissions, Records, Registration, Athletics, Financial Aid, Student Life, Counseling, Access Center for Disability Resources, Career Development, Learning Assessment and Testing Services, Student Support Services (TRIO), and Upward Bound (TRIO)
- Provides leadership and direction for various compliance issues including Campus Security Act, Violence Against Women Act and Higher Education Act
- Provides direction for the Strategic Enrollment Management Plan
- Provides leadership and supervision for the administration of academic regulations including graduation eligibility, athletic eligibility, academic probation and special reports to outside agencies
- Administers the Academic Review Board provisions and policies and assist in resolution of student issues and concern
- Administers the process for the approval or disapproval of chargebacks/cooperative agreements
- Oversees articulation initiatives including graduation ceremony
- Serves on Harassment Committee, serves as Deputy Chief for Title IX
- Administers the Student Conduct Board appeals
- Administrative oversight of grants within the Student Development unit
- Implements the appropriate articles of the Faculty Council agreement as applicable to area of responsibility
- Assists the president in the development of appropriate policies and practices

- Serves as adjunct instructor for Phi Theta Kappa Leadership course
- Serves as central point of contact for all concerns going to president
- Provided leadership for the remodel of existing athletics program and addition of a field house
- Spearheaded college's participation as a member of NASPA's (Student Affairs Administrators in Higher Education) LEAD (Civic Learning and Democratic Engagement) cohort institution
- Completed Tier I and II College's Leadership Academy
- Provided leadership in the implementation of Unified Communications Business System/Auto Attendant phone system, Customer Relationship Management system and Civitas predictive analytics system
- Served as host for Congress to Campus
- Co-chair for the 50th Anniversary Planning Committee
- Co-chair of NIU P20 Articulation Committee

Assistant Vice President of Student Development, July 2005-2012

- Senior Student Affairs Officer with direct reports of Assessment, Athletics, Counseling and Student Support, Enrollment Management and Student Life; member of President's Cabinet
- Responsible for ongoing administration of all the above areas including staffing, unit organization, budgeting, leadership, and program development
- Provided leadership for Student Center building project
- Provided direction and leadership focused on one stop model
- Provided direction on Banner implementation, Student Conduct Board, Academic Review Board
- Established and led Crisis Assessment Team which was developed in 2005 prior to Virginia Tech shooting.
- Provided leadership for development of electronic registration and planning
- Developed and organized College Readiness initiative on campus

Dean for Student Development, May 1999-2005

- Senior Student Affairs Officer with direct reports of Athletics, Student Activities. Supervise Associate Dean for Counseling and Advising and Associate Dean for Admissions, Recruitment, and Financial Aid (staffing, unit organization, budgeting, leadership and program development)
- Responsible for Graduation, Student Judicial Process, Academic Review, Student Grievance (college-wide)
- Restructured late registration structure
- Co-chaired task force that developed college's developmental education model

Associate Dean for Student Life, May 1996-1999

- Responsible for ongoing administration of Athletics, Counseling, Student Activities and Recruitment/Retention (staffing, unit organization, budgeting, leadership and program development)

- Experience with grant management including Project Management, Fund Accounting and Grant Administration for Transfer Center, Access Center for Students with Disabilities, Student Support Services, Project Opportunity

Director of Student Life, December 1994-1996

- Responsible for ongoing administration of Job Placement, Financial Aid, Athletics, Child Care, Student Activities and Recruitment/Retention (staffing, unit organization, budgeting, leadership and program development)

Counselor, Athlete Monitoring Program, January 1990-1994

- Developed program of services for Athletics Department
- Provided academic, personal, and career counseling to program athletes
- Monitored academic progress of program participants
- Assisted in matriculation and transfer of program participants to four-year universities

Counselor, Student Support Services, January 1988-1990

- Provided academic, personal and career counseling to identified high-risk students

George Williams College, Downers Grove, IL, 1984-1985

Private four year and national level college focused on Human Services

Assistant Director of Admissions, Director of Graduate Studies

- Devised and implemented public relations marketing plans for eight graduate program areas
- Recruited, interviewed, and counseled prospective graduate students
- Created and organized promotional materials for graduate program

PRESENTATIONS

Numerous internal and external presentations throughout my career including:

Illinois Council of Community College Administrators

Association for Student Conduct Administration

American Association of Community Colleges

Higher Learning Council

PROFESSIONAL INVOLVEMENT

Illinois Community College Skyway Board of Control 1995-2012, Chair for four years

Illinois Community College Chief Student Services Officer, Chair 2012-2013

Illinois Council of Community College Administrators, Executive Committee 2012-2013

NASPA (Student Affairs Administrators in Higher Education)

NASPA Lead Initiative on Civic Learning and Democratic Engagement

Association for Student Conduct Administration

Center for Academic Integrity

American Association of Collegiate Registrars and Admissions Officers ACPA
– SSAO Advisory Board

COMMUNITY INVOLVEMENT

Fox Valley United Way 1999-2005, 2006-2012, chair 2003-04, 2007

Fox Valley United Way Allocations Committee 2010-present

Hispanic Heritage Advisory Board 1999-2006

Aurora Community Study Circles 2003-2006

Barrio Foundation 2009-2011

Quad County Urban League 2012-2017

SPARK (Strong, Prepared, and Ready for Kindergarten) Executive Committee 2011-present

Aurora Interfaith Food Pantry Advisory Committee 2013-present

Association for Individual Development Board 2013-present

Rita Anderson Smith 2012 Recipient

Daughters of the American Revolution (DAR) member, co-chair Service for Veterans
Committee 2010