

Dr. Nireata Seals

Education

Doctorate of Education, Executive Leadership Saint John Fisher College, Rochester, New York	August 2012
Master of Arts, Student Personnel Administration New York University, New York, New York	September 1994
Bachelor of Arts, Behavioral Science/Social Work Concordia University, Irvine, California (formally Christ College Irvine)	May 1990

Professional Development

Future Presidents Institute American Association of Community Colleges Washington, DC	October 2019
2017 Institute for Aspiring Vice Presidents for Student Affairs National Association of Student Affairs Professionals Tampa, Florida	January 2017

Professional Experience

LAGUARDIA COMMUNITY COLLEGE/CUNY Queens, New York	2015-Present
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LaGuardia Community College is a public, urban, Hispanic-serving institution in the City University of New York (CUNY). It enrolls approximately 18,500 degree-seeking students in 60 majors, and 15,000 Adult and Continuing Education students. LaGuardia students are from over 150 countries and speak 89 languages.

Vice President of Student Affairs and Associate Provost **August 2020 – present**

- Served as the chief executive in the Division of Student Affairs under the direct supervision of the Provost and mentorship of the President, responsible for the Division's overall direction and management.
- Responsible for managing the overall administrative functions of the division. Functional areas include Admissions, Student Financial Services, Testing, Advising, Registrar's Office, Transfer Services, Career Services, Health and Wellness, Childcare Center, Recreation and Athletics, Campus Life, Student with Disabilities Services, and the Student Information Center as well as three specially funded programs in collaboration with the CUNY system to improve academic success for targeted students and veterans.
- Serve as a member of both the President's and Provost's Cabinets and work in close partnership with the Provost, academic department chairs, and the Faculty to guide the vision, development, and implementation of college-wide academic success and engagement initiatives in academic advising, the First Year Experience, services and programs related to health, wellness, and front-line staff professional development.
- Lead efforts to provide integrated, high-quality academic-support services to LaGuardia Community College students, beginning with their first contact with the college as enrolled new students and following through degree completion and movement into productive post-graduation endeavors.

- Supervise all college enrollment efforts and services student services to create the highest level of effectiveness and efficacy in support of the College's overall enrollment targets, with an emphasis on the use of technology, systems integration, and assessment.
- Develop long term planning around the online course, programs, and instruction to enhance enrollment and opportunities for students, and support innovation for faculty.
- Foster the enhancement of co-curricular development and collaboration between Academic Affairs, Student Affairs, Adult, and Continuing Education.
- Develop strategic planning to address the decreased staffing concerns and customer service across key departments.
- Develop a process to capture student's co-curricular leadership, internships, and student engagement activities across the college, in a co-curricular transcript.
- Develop customer service training and modules around the division visions of Student Experience by Design.

Interim Provost/Senior Vice President for Academic Affairs **August 2019 – August 2020**

- Served as the chief academic officer and member of the President's Executive Council with direct oversight of both the Divisions of Academic Affairs and Student Affairs, with an annual budget totaling over \$83 million.
- Oversee eight academic departments: Business and Technology; Education and Language Acquisition; English; Health Science; Humanities; Mathematics, Engineering, and Computer Science; Natural Science and Social Science; and Library.
- Directly supervise three academic deans, the Registrar's Office, eight academic chairpersons, and six other administrative support staff. Support about 400 full-time faculty and 660 part-time faculty, and over 500 staff within Student Affairs.
- Participate in the development, evaluation, and administration of College policy and the advancement of the College's strategic priorities and planning.
- Oversee the Assistant Dean for Academic Affairs programs, the Center for Teaching and Learning, ePortfolio, and First-Year Seminar programs. Review and monitor learning outcomes and assessments for all.
- Develop the vision and lead strategic and tactical plans for aligning the Divisions of Academic Affairs and Student Affairs to achieve the goals of the College.
- Support collaborative partnerships between the College and its Early College and College Now program with: The International High School, Middle College High School, and Energy Tech High School.
- Foster research and creativity ranging from basic scholarship to pioneering achievement in both Divisions and promote education technologies for pedagogy, research, and student support activities.
- Participate in collective bargaining, as well as program development and review, Middle States accreditation, and the college COACHE Survey.

Selected Accomplishments

- As a response to our COACHE survey, and request for more college-wide inclusion among all divisions, developed an iProvost Interactive Newsletter to highlight faculty accomplishments and scholarship.
- Created an inaugural *Guide to Best Practices* for the Academic Chairs.

Vice President for Student Affairs

July 2017 - August 2019

- Served as the chief executive in the Division of Student Affairs under the direct supervision of the Provost and mentorship of the President, responsible for the Division's overall direction and management.
- Responsible for managing the overall administrative functions of the division. Functional areas include Admissions, Student Financial Services, Testing, Advising, Registrar's Office, Transfer Services, Career Services, Health and Wellness, Childcare Center, Recreation and Athletics, Campus Life, Student with Disabilities Services, and the Student Information Center as well as three specially funded programs in collaboration with the CUNY system to improve academic success for targeted students and veterans.
- Served as a member of the President's Executive Council and participated in the stewardship of the strategic plan to achieve overall college goals.
- Directly supervised three executive-level deans and provided overall management and direction for over 500 full-time and part-time employees.
- Managed student services to create the highest level of effectiveness and efficacy in support of the College's overall enrollment management efforts, with an emphasis on the use of technology, systems integration, and assessment.
- Provided fiscal oversight and management of over \$20 million budget, as well as two non-profit corporations.
- Supervised the College's Student Judicial Affairs efforts and coordinated disciplinary processes by University guidelines and College governance.

Selected Accomplishments

- Serve as lead Vice President on Operational Effectiveness Framework priorities for the College.
- Secured \$100K in internal funding for co-curricular programming.
- Secured internal support to increase funding for co-curricular programming from \$20K to \$100K, to enhance the collaborative campus-based program by major.
- Division secured external funding including \$20K from the Petrie Foundation for food disparities, \$380K from The U. S. Department of Health and Human Services for Pregnant and Parenting Students, \$1.49M from the U.S. Department of Education for childcare services for student parents.
- Created innovative, digital federal financial aid calculation (PELL Tracer Chart) to provide students customized information on the status of the remaining amount of their federal financial aid.

***Associate Dean of Access and Achievement
Assistant Dean of Enrollment Services***

***November 2016 – July 2017
June 2015 – October 2016***

HUNTER COLLEGE, CUNY New York, New York

Hunter College was established in 1870, as a public institution within the City University of New York, offering both Associates, Bachelors, and Master's degrees. It enrolls approximately 23,000 degree-seeking students in over 170 academic programs. The Lois V. and Samuel J. Silberman School of Social Work at Hunter College was established in 1958 and is the oldest and largest public school of social work in New York, with over 1,200 graduate students, within three methods of practice.

Assistant Dean of Enrollment Management and Records**January 2013 – June 2015**

- Directed and coordinated all aspects of the enrollment and recruitment, admissions, registration, scholarship, and financial aid information for the School.
- Directed the admissions application and group interview process and developed procedures that assisted in a smooth transition for student onboarding to the School. Promoted and hired adjunct faculty and field advisors to review applications and conduct group discussions.
- Planned and revised all communication and marketing material for various recruitment and retention events and ensured that the School was visible at community agencies and graduate college fairs.
- Oversaw the production and dissemination of statistical reports to the Dean of the School, faculty, and college community.
- Managed communication for the School website, eNewsletter, and Facebook page.
- Supervise 7 full-time staff and 3 student ambassadors.

Director of Enrollment Management**September 2008 – December 2013****Selected Accomplishments**

- Expanded application pool by 40%, created an efficient and organized process from recruitment to enrollment.
- Coordinated seamless conversion and transition into one new Customer Relationship Management system (CRM), CUNYfirst, and new graduate student admission application system, Apply Yourself.
- Build strong operations and leadership teams that increased applications, acceptance, and customer service.

**THE CITY COLLEGE OF NEW YORK, CUNY
New York, New York****January 2007 – September 2008**

The City College of New York, an institution within the City University of New York school system, serving over 16,000 undergraduate, and graduate students from eight professional schools and divisions. The college offers more than 100 clubs and students representing more than 150 nationalities. The Gateway Advising Center is a department offering advisement and registration to over 3,000 students who have not declared a major.

Assistant Director for Operations, Gateway Academy

- Directed and coordinated the oversight of the University Skills Immersion Program (USIP)
- Tracked student and instructor success rates and program outcomes.
- Supervised 6 office staff in the day-to-day operations and budget of the Gateway Academy, including all personnel functions such as recruitment, hiring, scheduling, training, and maintenance of accurate and complete personnel records.
- Directed and coordinated all aspects of Gateway-sponsored events, including staff activities necessary to support events.
- Supervised the office staff in the day-to-day operations of the Gateway Academy, including all personnel functions such as recruitment, hiring, scheduling, training, and maintenance of accurate and complete personnel records.
- Directed and coordinated the oversight of the University Skills Immersion Program. Promoted and hired 6 faculty to teach Reading, Writing, and Math workshops. Tracked student and instructor success rates in all programs and developed interventions for repeat workshop participants.

- Developed the Gateway budget including analysis, forecasting, and resource allocations in the Adjunct, Temp, and OTPS lines.
- Developed the schedule of the New Student Seminar classes for new students. Developed outreach programs for new students before the start of classes.
- Managed the transition of students between the City College and CUNY Language Immersion Program (CLIP).

DEVRY INSTITUTE OF TECHNOLOGY

September 1998 – December 2006

Long Island City, New York

DeVry is a proprietary for-profit college, opened in Long Island City in 1998, serving approximately 2,500 degree-seeking Associates and Bachelor's degrees from four areas of study; Business Administration, Computer Information Systems, Electronic Technology, and Electronics Technician.

Dean of Student Affairs

February 2006 – December 2006

- Member of the Executive Committee provided leadership in addressing key issues related to the Institute's student growth and retention, emphasis on quality, technology, profitability, and community involvement. Developed programs and services that responded to the needs and interests of a diverse student population, ensured student success, and developed initiatives to increase retention.
- Developed initiatives to capture and document institute history.
- Investigated all third-party customer service complaints from the institute to the corporate office.
- Developed programs and services that responded to the needs and interests of a diverse student population, ensure student success and develop initiatives to increase retention.
- Ensured that expectations regarding student code of conduct were regularly communicated to both staff and students, both verbally and in writing.
- Managed International Students' SEVIS records, ADA regulations, and Campus Crime Reporting.
- Coordinated campus calendar Meeting Room Manager for booking campus space to outside vendors.
- Member of the Executive Committee provided leadership in addressing key issues related to the Institute's student growth and retention, emphasis on quality, technology, profitability, and community involvement.

Selected Accomplishments

- Established an exceptional student service environment during institute start-up.
- Established the first First-Year Initiative Center
- Established the first Annual summer Technology Camp with Lego Robotics for high school students.
- Orchestrated successful services as the Blackboard Administrator, training and supporting faculty.
- Developed solid structures, objective, and fair Appeal Process for Academic Dismissals for the Institute.
- Received continuous acknowledgments regarding the high quality of my service to the students and college community in bonuses and incentive stock options price of shared granted over \$23K

Dean of Academic Operations/Student Affairs**July 2003-February 2006**

- Managed and coordinated the academic operational budget, capital expenditure authorizations, faculty development funds, and payroll for Academics Departments, Library, Academic Support Center, Registrar's Office, and the Testing Center.
- Managed and supervised the Student Services, Career Services, and the Registrar's Office.
- Worked in collaboration with Facilities and Information Technology Departments on the operational needs of all Full and Part-Time Faculty and all other Academic Departments.
- Managed and supervised the Academic Front Desk, and conducted training sessions for employees and student workers, and ensured administrative support for Program Deans and customer service for students.
- Coordinated Orientation, first week activities, and Dean's Awards Ceremony.
- Coordinated contracts for all Adjunct Faculty and Independent Contractors.

Dean of Evening and Weekend Programs**May 2001-July 2003**

- Managed and coordinated outcomes associated with the evening and weekend program offerings.
- Hired, oriented, supervised, and reviewed the performance of Adjunct and Part-Time Faculty teaching in the evening and weekend programs.
- Facilitated and managed the orientation, training, and professional development activities for faculty teaching evenings and weekends.
- Advised and registered evening and weekend students.
- Worked in coordination with the Program Deans in the development and evaluation of the evening and weekend curricula.

Dean of Student and Community Services**May 2000 – May 2001**

- Coordinated all registration and orientation activities for new, continuing, and resume students three times a year.
- Investigated, reported, and made recommendations to our corporate office on all third-party customer service complaints.
- Ensured that expectations regarding student's code of conduct were regularly communicated to both staff and students', both verbally and in writing. Reviewed and analyzed student misconduct cases that required disciplinary action to ensure that recommendations conformed to DeVry policy.
- Coordinated and developed strategies that both enhanced DeVry's image among area leaders and organizations and supported the efforts of the regional sales force and Admissions.
- Raised the visibility of DeVry New York through targeted programming initiatives and active participation in local community organizations.
- Communicated and tracked the success of outreach efforts with local businesses, high schools, and community colleges.
- Developed a Community Outreach Plan that supported the Three-Year Strategic Plan established by the Institute.
- Assisted the President in representing DeVry with the Association of Proprietary Colleges.

Director of Student Services**September 1998 – May 2000**

- Established the Student Services Department during the Institute's start-up.
- Investigated, reported, and made recommendations on all third-party customer service complaints from the institute to the corporate office.

- Developed programs and services that responded to the needs and interests of a diverse student population, ensured student success and contributed to increased retention.
- Coordinated registration activities by conducting regular registration meetings, determining appropriate procedures, and distributing responsibilities.
- Submitted enrollment management reports to the President, Regional Vice President, and members of the Registration Team.
- Ensured that expectations regarding student code of conduct were regularly communicated to both staff and students, both verbally and in writing.
- Acted as a member of the Executive Committee, provided leadership in addressing key issues related to the Institute's start-up, student growth, and development, retention, emphasis on quality, technology, profitability, and community involvement.

QUEENSBOROUGH COMMUNITY COLLEGE/CUNY

September 1997 – June 1998

Queensborough Community College, is a college within the City University of New York, serving more than 15,400 students enrolled in associate degree or certificate programs, with an additional 10,000 attending the continuing education programs.

Director of Student Activities

Provided leadership and support of the Student Activities Office with emphasis on supervision and administration of student activities and extra-curricular programs for all populations. Supervised, trained, and evaluated a full-time professional staff consisting of an Assistant Director, a full-time Campus Center Lounge Coordinator, and a part-time CUNYCAP graduate intern, a part-time Radio Station Manager, a CUNY Office Assistant, and a CUNY Secretary.

NEW YORK UNIVERSITY

August 1995 – August 1997

New York, New York

New York University has more than 50,000 students and offers residential housing for more than 11,000 undergraduate, graduate, and professional students.

Residence Hall Manager

Supervised and maintained two off-campus leased properties housing 40 graduate students, a residence hall of 700 first-year students, and a dining hall. Supervised, trained, and evaluated a full-time professional staff consisting of an Administrative Assistant, two unionized Residence Hall Receptionists, and a paraprofessional staff of 14 Resident Assistants.

COLLEGE OF NEW ROCHELLE

September 1991 – September 1995

New Rochelle, New York

The College of New Rochelle was the first private, Catholic, women's college that was established in 1904 by the Ursuline Order. The college offered bachelor's and master's degrees for over 3000 students at six campuses across New York within four different schools, School of Arts & Sciences, School of New Resources (for adults), School of Nursing & Health care Professions, and Graduate School.

Assistant Director of Campus Activities

Organized and conducted activities for the college campus from orientation to Strawberry Festival, in addition to program implementation for professional and paraprofessional development. Supervised a full-time professional staff, one New York University Intern, 24 student clubs, and 26 professional staff advisors, in addition to supervising a residence hall of over 150 residents.

Presentations

Seals, N., (2021, February) Guest Presentation-Professional Development: The Student Experience by Design: York College, Student Affairs Enrollment Division, Queens, NY.

Seals, N., Williams, K.A (2020, March) Presentation accepted (delayed due to COVID-19). The Student Experience by Design: Innovating Beyond the Mission: National Council on Black America Affairs, Northeast 2020 Spring Conference. Hartford, CT.

Seals, N., (2019, October). Guest Lecture, Academic Administration: The City University of New York: Historical Frameworks and Contemporary Dilemmas, The City University of New York, Graduate Center: New York, NY.

Seals, N., (2019, October). Keynote Speaker, Going Beyond your Mission, Standing on your Values: Institute for Poverty and Urban Education: Kick-off Breakfast. Cleveland, Ohio.

Seals, N., (2019, May). Guest Speaker, The Value of Friends, New York City Nurse-Family Partnership: Donor Luncheon. New York, NY.

Seals, N., (2018, September) Session Presenter, Understanding and Addressing Student Behavior: A Student Affairs Perspective. LaGuardia Opening Session, and year-long workshops. Long Island City, NY.

Seals, N., (2018, May) Guest Interview, Filling in this perception gap can help low-income students succeed. PBS News Hour. Long Island City, NY.

Seals, N., (2017, December) Mainstage Presenter: Opening Session, Next Steps for the Division of Student Affairs: Forging Stronger Connections with Students. LaGuardia Community College. Long Island City, NY.

Baston, M., Brannon, T.P., Seals, N., (2016, June) Co-presenter, What We Know: How Behavioral Economics and Technology Can Advance Student Success. National Association of Student Affairs Professionals Annual Conference-Closing Achievement Gap: Success in Higher Education Conference. College Park, MD.

Teaching Experience

Adjunct Faculty: NSS 1000 New Student Seminar (City College)	2007-2008
Adjunct Faculty: CARD 205: Career Development (DeVry Institute)	2003-2004
Adjunct Faculty: New Student Seminar (The College of New Rochelle)	1992

Professional Services

Co-Chair: Strategic Initiative Committee, Comprehensive Youth Development	2021
Chair: The Budgetary Consulting Group, LaGuardia Community College	2020
Board Member: Comprehensive Youth Development Inc. NYC	2019-2020
Board Member: LaGuardia Community College Foundation	2019-2020
Co-Vice President Lead: Operational Effectiveness Framework, LaGuardia	2017-2019
Chair: Early Child Learning Center Association, LaGuardia Community College	2017-2019-2020
Chair: College Association Board, LaGuardia Community College	2017-2019-2020
Chair: Enrollment Strategies Committee, LaGuardia Community College	2015-2017
Chair: Faculty Development Committee, DeVry Institute	2003-2004
Chair: New Faculty Orientation Committee, DeVry Institute	2003-2004

Co-Chair: Customer Service Committee, DeVry Institute	2000-2001
Chair: Registration Committee, DeVry Institute	1998-2001
Chair: Women of Diversity, College of New Rochelle	1994-1995

Recognitions

The Assembly State of New York Proclamation. Women's History Annual Breakfast, March 22, 2019. Long Island City, N.Y.

Hunter College/Silberman School of Social Work. Professionalism and Commitment to Excellence Award-May 27, 2015. New York, N.Y.

St. John Fisher, Doctoral Program Graduation Ceremony, Leadership Award. May 2013. New Rochelle, NY.