

# Brian R. Mitra, Ed.D.

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## **PROFESSIONAL EXPERIENCE**

### **Kingsborough Community College – City University of New York (CUNY), Brooklyn NY**

*Dean of Student Affairs, Department of Student Affairs* 1/16-present

*Associate Dean of Student Affairs, Department of Student Affairs* 4/14-2/15

*Assistant Dean of Student Affairs, Department of Student Affairs* 2/13-4/14

- Serve as Kingsborough's Chief Student Affairs Office and supervise, manage, and evaluate areas within Division of Student Affairs including: Access-Ability Services, Athletics, Access-Resource Center, Community Standards & Judicial Affairs, CUNY EDGE, Men's Resource Center, Military and Veteran Affairs, Student Life, Student Wellness, Student Union & Intercultural Center, and TRiO Student Support Services
- Direct supervision of 9 Directors/Program Managers; manage over 90 full-time, adjuncts, and support staff employees
- Manage and monitor budget allocations and expenditures totaling over \$6 million tax-levy monies; oversee over \$1.5 million in federal and local grants, for personal services and other than personal services
- Develop divisional short-term and long-term goals, student learning outcomes and assessment tools, and retention and persistence initiatives aligned with college and University mission
- Serve as student advocate; address student concerns and needs; implement change when necessary to enrich student experience
- Respond to all emergencies and incidents with potential student impact
- Adjudicate student conduct disciplinary matters; provide conflict resolution and mediation
- Lead Assessment and Care Team (ACT) responding to student behavioral concerns; follow-up accordingly with stakeholders; developed reporting and responding system
- Adhere to all New York State *Enough is Enough* and Title IX guidelines, processes, trainings, etc.; ensure proper training for student athletes, student government, and other mandated populations
- Collaborate with Division of Academic Affairs, Continuing Education and Workforce Development, and Enrollment Management to develop and enhance partnerships, collaborations, and initiatives and academic programs for internal and external constituents
- Direct, oversee, and enhance special programs including Access-Ability Services, Black Male Initiative, College Discovery, CUNY EDGE, and TRiO Student Support Services for program recruitment, outreach activities, delivery of advising, orientation, scholarship opportunities, and retention initiatives
- Developed and oversee all *Kingsborough: Now in Your Neighborhood* community engagement activities; specifically addressing college access and persistence with community-based organizations, parents, and families
- Implemented bridge programs with community-based organizations; specifically establishing student support services, piloting credit-bearing courses at partnering sites, etc.
- Created and enhanced partnerships with community-based organizations and transfer high schools to address individual needs; attend various community and high school resource events to promote college access and persistence initiatives; established a case-manager model for partnering community-based organizations
- Lead the *Career and Employment Opportunity (CEO) program* to provide training and professional develop for cohort of students entering Customer Service and Teller positions with National Grid, Con Edison, TD Bank, CitiGroup, and Investors Bank

- Ensure all National Junior College Athletic Association and CUNY Athletic Conference guidelines and compliance standards are adhered and followed
- Liaise with CUNY Central General Counsel and CUNY Central Office of Student Affairs regarding student conduct, community standards, and Title IX matters; CUNY Central Athletics Conference and NJCAA Region XV for athletic matters; CUNY Central Office of Special Programs, Black Male Initiative, CUNY Council on Student Disability Issues, Campus Child Care Council, and Career Services Association of CUNY for programmatic matters
- Collaborate with external constituents including senior colleges/universities, foundations, industry partners, and organizations to provide opportunities for student success including seamless transfer, scholarships, workforce development, internship and employment opportunities
- Administer and manage food insecurity and disaster relief efforts for college
- Serve on various college wide committees including: Co-Chair Middle States Accreditation Committee on Student Admission and Retention and Student Support Services; Chair subcommittee on student success for Achieving the Dream; serve as active member of Enrollment Management, Public Safety, Workplace Violence, Provost Committee on Online Learning, and Academic Advisement Council
- Member of the City University of New York (CUNY) Career Success sub-committee of the CUNY Strategic Framework; Member of Council of Chief Student Affairs Officers
- Principal investigator for Major Effort within Carl D. Perkins Career & Technical Education Grant, RISE: Real Individualized Student Education, and Veteran's Reintegration

*Director, Office of Career Development, Transfer/New Start, and Scholarships* 3/08-2/13

- Created and implemented long and short-term goals for the office in accordance with College Master Plan including preparing annual report, focusing on progress and evaluation of services provided by the office
- Recruited, trained, and supervised 15 counselors and 14 support staff in the areas of academic advisement, registration, and general office procedures; oversaw the daily running of a high-volume office
- Developed job placement, internship, and service-learning contacts amongst business community, including corporate, private, and public organizations
- Oversaw transfer initiatives including the reverse transfer New Start Program; developed and continuously maintained liaison relationship with counselors, faculty, and administrators at partner colleges/universities and in the New Start network
- Served as the principal investigator of state and nationally funded grants totaling over \$250,000
- Supervised, coordinated, and implemented pre-enrollment and transfer initiatives for transfer students
- Managed service-learning program including planning, organizing, developing, budgeting, and evaluation of services
- Served as a liaison to faculty, staff, administrators, and all special programs with the purpose of implementing jointly designed career exploration, transfer options, and placement initiatives
- Managed data collection and analysis dedicated to timely and accurate assessment of student outcomes with regard to graduation, career counseling, transfer, scholarships, service-learning, and job/internships placement
- Administered all aspects of \$30,000 budget and purchase expenditures
- Maximized the overall visibility of the office through articles, publications, and presentations at local, regional, and national conferences

- Participated as committee member of Presidential Task Force on Retention, Center for Civic Engagement, Enrollment Management, New Student Orientation, Student Development, and Enrollment Management Conference (CUNY), Black Male Initiative(BMI) various search committees, and college-wide initiatives focusing on enrollment, advisement, and registration
- Chaired the Inclusive Excellence Committee
- Served as Faculty Advisor to Math and Science Council, and Mentor for Men's Resource Center

*Job Placement Coordinator, Career Development, Transfer, & Scholarships* 5/04-3/08

- Provided career services such as career counseling and exploration, self-assessment, and workshops and seminars related to resume writing, interview skills, and job search techniques
- Coordinated and implemented career-related events including job and career fairs, on-campus recruitment, and panel presentations
- Maintained and updated Center's website, focusing on web-based campus recruitment and placement resources; produced and distributed advertisements
- Collaborated with Director of Center regarding Perkins Grant operations and outcomes in order to achieve program goals

**JED Foundation, New York, NY**

*External Contributor, Subject Matter Expert: JED Campus* 10/19-present

- Serve as a Subject Matter Expert on community colleges
- Attend campus visits to help guide colleges/universities through a collaborative process of comprehensive systems, program and policy development to address student mental health, substance use and suicide prevention
- Review campus assessment documents and feedback reports
- Assist in the development of a campus strategic plan with objectives and action steps for implementation

**Suffolk Community College, Brentwood, NY**

*Consultant* 12/16

- Developed half-day retreat for Career Services
- Established learning outcomes and assessment for Career Services division
- Incorporated National Association of College and Employers (NACE) professional standards within Career Services operating procedures
- Assessed learning outcomes of retreat

**Stony Brook University, Stony Brook, NY**

*Student Activities Advisor, Department of Student Union and Activities* 8/02-5/04

- Served as program advisor, advocate, and liaison to 200+ student clubs and organizations; oversaw implementation of university policies and procedures related to campus programming and facility use while providing ongoing program advisement
- Supervised, trained, and evaluated staff consisting of office manager and 19 students
- Coordinated and implemented various workshops, programs, and events for university community

## **TEACHING EXPERIENCE**

**Kingsborough Community College-CUNY, Brooklyn, NY**

*Adjunct Instructor, Department of Health, Physical Education and Recreation* 9/09-5/13

- Instructed HE 33 – Stress Management
- Provided techniques and insight to help students understand and cope more effectively with stress in their daily lives

*Adjunct Instructor, Department of Behavioral Sciences* 2/11-5/13

- Instructed BEH 82 – Integrated Seminar for Advanced Learning Communities
- Provided foundations for students to develop as allied health professionals and make connections between linked courses: Anatomy and Psychology

*Adjunct Instructor, Department of Student Affairs* 9/04-2/08

- Instructed SD 11 – Career and Life Planning
- Provided career exploration, career foundational information including resume writing, interview techniques, networking, etc.; discussed transfer options and completed *Strong Interest* and *Myers-Briggs* inventories

**Stony Brook University, Stony Brook, NY**

*Adjunct Instructor, Division of Student Activities* 1/02-5/04

- Instructed SBU 101 – First Year Seminar
- Provided techniques and strategies to integrate into college life and transition to higher education

*Adjunct Instructor, Honors Program* 1/02-6/02

- Instructed credit bearing HON 114 course: Lights, Camera, Action- Leadership Through the Media
- Analyzed leadership styles through various films

## **PROFESSIONAL SERVICE**

**NASPA-Student Affairs Professionals in Higher Education, Washington, DC**

*Mid-Manager Institute Faculty Lead,* 6/20 – present

- Develop curriculum for raising student affairs professionals
- Collaborate with faculty to deliver meaningful mentoring and developmental curriculum
- Assess data for future institutes

*National Conference Leadership Committee,* 2020; 2015

- Served as member of planning committee for 2020 NASPA annual conference in Austin, TX
- Served as member of planning committee for 2015 NASPA annual conference in New Orleans, LA with over 8,000 participants.

*Community College Division Representative/ Region II Representative* 3/14-3/20

- Participate in monthly calls for Community College Division and Region II
- Advocate for community colleges throughout region
- Participate in Community College Summit and Regional board meetings

*Mid-Managers Institute Faculty,* 6/18

- Served as faculty for week-long institute of 40 student affairs professionals
- Provided workshops on managing up and down, navigating campus politics, assessment, supervision, financial management, and strategic planning
- Mentored cluster of nine student affairs professionals for goal setting and career planning

*James E. Scott Academy Representative* 3/17-3/19

- Addressed *hot topics* in higher education and consult with NASPA President
- Served on sub-committee for VPSA track at 2018 National Convention

**Opportunities for a Better Tomorrow, Brooklyn, NY**

9/19-present

*Board of Directors*

- Assist in carrying out the fiduciary responsibilities in oversight of fiscal matters including investment strategies, contracts, major contributions and organizational expenses
- Assist in the evaluation of the Corporation's finances and financial controls, including liaising with the Corporation's internal and external auditors and reviewing matters of solvency and compliance
- Served as Co-Chair for Chief Executive Officer search committee
- Serve on the Development sub-committee to support advancement and development efforts
- Support organization events and initiatives

**Teacher's College Alumni Association, New York, NY**

1/21-present

*Young Alumni and Student Engagement Committee Member*

- Serve as TC Alumni Association ambassador
- Suggest programming to engage alumni and current students
- Identify potential alumni leaders
- Promote TC alumni benefits and resources

**National Society of Leadership and Success (NSLS), Jersey City, NJ**

4/19-present

*NSLS Directors Circle*

- Provide insight on latest campus and higher education trends and how NSLS can respond to these needs
- Collaborate with leaders across the country to solve leadership education challenges of the future

**EDUCATION**

Ed.D.	Teachers College, Columbia University Adult Learning and Leadership (AEGIS), 2018 <u>Dissertation:</u> <i>Ready for a New Start? A Case Study of Students Who Transfer from Four-Year Institutions to Community College: Experiences and Learned Navigational Strategies</i>	New York, NY
MA	Brooklyn College Community Health Education, 2007	Brooklyn, NY
Advanced Certificate	Stony Brook University Health Care Management, 2002	Stony Brook, NY
BS	Stony Brook University Health Science; concentration in Health Care Administration, 2001	Stony Brook, NY

**PUBLICATIONS**

**Mitra, B. R., & Forsyth, R.** (2018, May 8). Partnering with Community-Based Organizations to Enhance the Community College [Blog Post]. Retrieved from:  
<https://www.naspa.org/constituent-groups/posts/partnering-with-community-based-organizations-to-enhance-the-community-coll>

- Treadwell, K. L., & **Mitra, B. R.** (2015). Experience as Textbook: Service-Learning for Career Development. *Examining the Impact of Community Colleges on the Global Workforce*, 176.
- Fakhari, R., **Mitra, B.**, & Dalpes, P. (2013). Civic Learning for All Students: An Institutional Priority. *Diversity & Democracy*, 16, 4, 17 -19.
- Kwong, W. & **Mitra, B.** (Eds.) (In publication). Proceedings from 10<sup>th</sup> International Conference on Transformative Learning: A Future for Earth: Re-Imagining Learning for a Transforming World. San Francisco, CA: Meridian University.
- Stewart, G. & **Mitra, B.** (2010). The First Four Years: The Journey through the Development of a Service Learning Program at a Community College. *ASSETS Year Four Abstracts*.
- Baitz, J., Kang, A., **Mitra, B.**, & Wheeler, J. (2005). Preparing for the World of Work. In Basile, E., Gribben, C., Lesen, B., Skala, J., & Wong, L. (Eds.), *Student Development*. Dubuque, Iowa: Kendall/ Hunt Publishing.

### **SELECTED PRESENTATIONS, PANELS, & SESSIONS**

- Mitra, B.**, (2021). “Lessons from Community College on Improving Student Mental Health.” Facilitator/Workshop Lead for American Council on Education – ACE Engage. Washington, DC.
- Mitra, B.**, Contributor. “A Conversation About Community College Student Mental Health.” The Quadcast – Mary Christie Foundation. 2021Mar 3. <https://podcasts.apple.com/us/podcast/ep-14-conversation-about-community-college-student/id1516950837?i=1000511417768>
- Mitra, B.**, Brockmeyer, M., & Meyer, K. (2020). Student Success in a Time of Remote Learning. Panelist for *The Chronicle of Higher Education*. New York, NY.
- Mitra, B.** (2020). Community Colleges – The Potential Career Choice for You. Panelist for NASPA Community College Division NCC Online Series. New York, NY.
- Mitra, B.** & Velazquez, T. (2019). What Can You Do to Make a Difference? A Career at the Community College. Presenter at NAPSA Region II & III Joint Conference and Symposium. Washington, DC.
- Burke, F., **Mitra, B.**, Putman, J., Thomas, C., & Rosa, C. (2019). Careers in Higher Education. Panelist at Teachers College Career Educational and Professional Development Workshop. Teachers College, NY, NY.
- Mitra, B.** & Velazquez, T. (2018). What Can You Do to Make a Difference? A Career at the Community College. Presenter at NAPSA Region II Careers in Student Affairs Conference. Columbia University, NY, NY.
- Anaya, R., **Mitra, B.**, Duran, D., Howard, E., & Vigil, D. (2018). WEBINAR: The “Trump Effect” and Undocumented and DACAAD Community College Students. Panelist 2018-19 Research Brief Dissemination Series, UConn – NEAG School of Education, UndocuScholars, Association for the Study of Higher Education, Webinar

- Mitra, B.** (2018). Community College Experiences Partnering with Community Based Organizations. Speaker for Network for College Success-Graduate NYC & CUNY. New York, NY.
- Mitra, B.** (2018). Community College Roundtable. Facilitator 2018 NASPA Region II Annual Conference, New York, NY.
- Mitra, B.,** Carey, B, O'Shea, M, & Guerrero, Y. (2018). Partnering for Persistence. Presenter at Boosting Community College Persistence through Peer Mentoring & Community Based Organization Support Symposium-Graduate NYC & CUNY. New York, NY.
- Mitra, B.** (2018). Active Alumni and Professional Development-Alumni Dinner. Speaker for Opportunities for a Better Tomorrow, Brooklyn, NY.
- Mitra, B.** (2017). Community College Roundtable. Facilitator 2017 NASPA Region II Annual Conference, Pittsburgh, PA.
- Mitra, B.** (2016). Community College Roundtable. Facilitator 2016 NASPA Region II Annual Conference, New York, NY.
- Mitra, B.** (2015). Community College Roundtable. Facilitator 2015 NASPA Region II Annual Conference, Washington, DC.
- Hernandez, J., Bartholomew, R., **Mitra, B.,** & Alvarez, L. (2013). Multi-Campus Collaboration: An Examination of a Dual-Admission Program. Presenter at Hispanic Association of Colleges and Universities, Chicago, IL.
- Mitra, B.** & Tredwell, K. (2013). Playing the Game & Defining the Rules: Leading Through Complexity. Presenter at the 2013 NASPA National Conference, Orlando, FL.
- Sanchez, F., Baston, M, Mena, S., & **Mitra, B.** (2013). Negotiating with Hurricanes: A System Response to Student Crisis. Panelist at the 2013 NASPA National Conference, Orlando, FL.
- Kwong, W., & **Mitra, B.** (2012). Not Just Brawn: A Case Study of Collegiate and Professional Athletes in Team Sports and the Role of Reflection in their Learning. Presenter at 10<sup>th</sup> International Conference on Transformative Learning, San Francisco, CA.
- Mitra, B.** & Merced, M. (2008). Ready for a New Start?. Presenter at the 15<sup>th</sup> Annual National Conference on Students in Transition, Columbia, SC.
- Mitra, B.** (2007) Real Life: I've Been Hazed. Presenter at mandatory hazing workshops- St. Joseph's College. Brooklyn, NY.

### **FUNDING SUPPORT & GRANT ACTIVITY**

- Mitra, B.** (2018) *Kingsborough: Now in Your Neighborhood*-expansion of bus service (Kingsborough Community College Foundation), \$100,000.
- Mitra, B.,** & O'Shea, M. (2018) Peer Leadership for College Persistence (College Access: Research & Action-CARA), \$4,000

**Mitra, B., & Fogelman, F. (2018)** Preparing Athletes for Student Success-PASS (PSC-CUNY Grant), \$3,500.

**Mitra, B., & Joseph, M. (2018)** To Enhance Career Services Center Initiatives that Focus on Nontraditional CTE Students, Experiential Learning and the Building of Partnerships with the Business and Secondary School Communities, \$255,922.

**Mitra, B., & Joseph, M. (2017)** To Enhance Career Services Center Initiatives that Focus on Nontraditional CTE Students, Experiential Learning and the Building of Partnerships with the Business and Secondary School Communities, \$266,922

**Mitra, B., & Joseph, M. (2016)** To Address CTE Student Needs through Enhanced Career Development Center Initiatives that Focus on Health Career Advisement, Internships, Experiential Learning, and Special Student Populations (Carl D. Perkins Career & Technical Education Grant), \$253,110.

**Mitra, B., & Joseph, M. (2015)** Meet Student Needs through Enhanced Career Development Center Initiatives that Focus on Internships, Experiential Learning, Veterans, Nontraditional and Special Student Populations. (Carl D. Perkins Career & Technical Education Grant) \$340,644.

**Mitra, B. (2014)** Reverse Transfer: Ready for a New Start?.(PSC-CUNY Grant), \$5,948.

**Mitra, B. (2013)** Veteran Reintegration into Civilian Life. (Anonymous), \$10,000.

**Mitra, B. & Fogelman, F. (2013)** RISE: Real Individualized Student Education. (PSC-CUNY Grant), \$4,000.

**Mitra, B. (2013)** Foster Career Development Center Initiatives with Technology Special Population Support, Internships, and Experiential Learning. (Carl D. Perkins Career & Technical Education Grant), \$263,929.

**Mitra, B. (2012)** Borden Career Development Center Outreach through Enhanced Technical Resource, Professional Development and Special Population Support. (Carl D. Perkins Career & Technical Education Grant), \$268,235.

**Mitra, B. (2011)** To Further the Utilization of Technology and data-based Resources in the Career Development Center Counseling Process. (Carl D. Perkins Career & Technical Education Grant), \$298,610.

**Mitra, B. (2010)** Upgrade Career Development Center Resources, Outreach, and Student Support Services. (Carl D. Perkins Career & Technical Education Grant), \$210,005.

**Mitra, B. (2009)** Career Counseling: Broaden Student Opportunities through the Expansion of Career Development Center Resources, Outreach, and Support Services. (Carl D. Perkins Career & Technical Education Grant), \$198,061.

**Mitra, B. (2008)** Expansions of Career Counseling: Placement, Tracking, and Use of Technology. (Carl D. Perkins Career & Technical Education Grant), \$182,950.

**Mitra, B. & Stewart, G. (2007-2009)** Regional Network Northeast Region 5 CC Consortium. (Learn and Serve America), \$15,000.



**Mitra, B.** & Stewart, G. (2007-2010). Accent on Student Success: Engaged Together in Service. (Community College National Center for Community Engagement), \$66,000.

### **AWARDS & HONORS**

- Kingsborough Community College Faculty Achievement Recognition Award, 2008-2019
- NASPA Undergraduate Fellows Program (NUFP) Mentor, 2016-present
- NASPA Annual National Conference Planning Committee – New Orleans, LA, 2015
- NASPA Community College Representative, Community College Division, 2014-present
- CUNY Executive Leadership Program, 2014
- 2011-2012 NASPA Mid-Level Student Affairs Professional Award, Region II, 2011
- Community College National Center for Civic Engagement Award for Collaboration: K-12, 2011
- National Association of College and Employers (NACE) Certificate of Appreciation, 2010
- City University of New York (CUNY) Certificate of Recognition “Rising Star”, 2009
- National Association of College and Employers (NACE) Certificate of Appreciation, 2009
- Kingsborough Community College Evening Council Appreciation Award, 2005 - 2006
- Stony Brook University Dean of Students Certificate of Appreciation, 2004
- Stony Brook University Campus Life Awards Most Outstanding Advisor, 2004

### **PROFESSIONAL AFFILIATIONS**

- NASPA – Student Affairs Professional in Higher Education, 2008-present
- American College Personnel Association (ACPA), 2008-present
- New York State Transfer Articulation Association (NYSTAA), 2007-present
- Long Island Council of Student Personnel Administrators (LICSPA), 2013-present
- Metropolitan New York College Career Planning Officer's Association (MNYCCPOA), 2009-2013
- Career Services Association of CUNY (CSAC), 2006-2013, *Treasurer – March 2008-2013*
- National Association of College and Employers (NACE), 2004-present; *Honors and Awards Committee 2009- 2011, Diversity Committee – 2008-2009*
- National Association of Campus Activities (NACA), 2002-2004
- Sigma Lambda Beta International Fraternity, Inc., 2000-present

### **TRAININGS**

- New York State *Enough is Enough* & Title IX – Sexual Assault & Sexual Harassment, CUNY, 2014; 2015; 2016; 2017; 2018, 2019, 2020, 2021
- Active Shooter Training, Kingsborough Community College Public Safety, 2016; 2017; 2018, 2019.
- Investigation of Sex Crimes for Campus Police and Public Safety Agencies, D. Stafford and Associates, 2016.
- Active Shooter Training, New York Police Department – School Safety, 2015.
- Active Shooter Training, Federal Bureau of Investigation/CUNY, 2015.