

Suela Cela

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HIGHER EDUCATION ADMINISTRATION

Versatile, results-driven, and strategic-thinking professional with ten years of higher education experience developing exceptional relationships with students, peers, and senior leadership to provide sustainable solutions. Superb project leadership abilities and personnel management skills with strong experience in higher education, enrollment, and student affairs. A dedicated professional with problem solving and analytical skills, a fast-learner, and able to adapt to evolving industry trends. Adept at assessing needs, generating options, and implementing solutions in collaboration with students and stakeholders.

CORE COMPETENCES

- Team Leadership • Relationship Management • Project Management
 - Solutions Advice • Technological Proficiency • Budget Administration • Training Presentation and Delivery
 - Strategic Planning • Data Management and Processing • Client Relations • Human Resources
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PROFESSIONAL EXPERIENCE

Dawson Community College / May 2020 - Current **Vice President of Academic and Student Affairs**

Provide visionary leadership, promotes academic excellence for the institution, encourages creativity, and ensures that the College offers an inclusive environment that celebrates and promotes understanding and respect within a diverse community of faculty, students, and staff.

Key Accomplishments:

- Partner with faculty and staff to create and implement a distinctive vision of global education that builds upon existing strengths while educating students for new and emerging realities will be critical to the success of this position.
- Serve as a line administrator to the President with responsibilities for planning and management of services within the instructional and student support operations of the campus.
- Responsible to develop the management plan for the educational program and ancillary services, is responsible for all related budgetary procedures, as well as implementation of all related policies and procedures. Serve as Chief Academic Officer for the College and is responsible for the administration of the Academic Affairs division.
- Support the College's mission and core themes by fostering an engaging and rich learning environment through the development, execution, and assessment of academic programs and services; supervision and development of division faculty and personnel; and leadership that demonstrates commitment to shared governance, collegiality, and continuous improvement.
- Serve as the campus liaison for the Northwest Commission on Colleges and Universities.
- Serve as the Chief Student Affairs Officer and responsible for building an enrollment management and student affairs department that is student-focused with a high standard of customer service. Leadership on issues important to students such as graduating on time, reducing or managing debt, and obtaining meaningful work after graduation is critical to the success of this position.
- Lead enrollment and student success in designing and implementing a robust strategic enrollment plan that supports the College's mission and core themes. Using current practices, reliance on data and trends, the VPASA will oversee growth in enrollment in all student types including but not limited to traditional, non-traditional, on-line, on-campus, remedial, for credit, work force development and dual enrollment students.

- Provide leadership for all Student Affairs programs, extracurricular and club activities, Associated Student Body (ASB) that demonstrates commitment to shared governance, collegiality, and continuous improvement.

Dawson Community College / June 2019 - Current

Assistant Vice President of Institutional Assessment /Director of Enrollment

Lead continuous improvement and accreditation efforts with effective management of the Institutional Effectiveness System, including directing the Assessment and Accreditation Committee. Create ad hoc reports and substantive change forms for accreditation that have been approved by NWCCU.

Key Accomplishments:

- Serve as the Chief Enrollment Officer and leading recruiting, marketing, admissions, international admissions, dual enrollment, online programs, advising and testing offices
- Strengthened on campus course offerings by 29% by creating a course enrollment report to track each course enrollment based on the delivery method, to best help determine the creation of new courses
- Provide general support to the College's assessment program through direct support of the academic and administrative units. Consult with academic units in developing, measuring, and analyzing learning outcomes at the course, program and Institutional levels and across all administrative units
- Coordinate the reviews of academic programs, including working with the affected departments/programs, arranging for external evaluators, chairing the panels, writing the reports, and doing the follow-up required to ascertain changes made as a result of the process
- Provide clear and effective leadership to all personnel in the Enrollment Management Division
- Wrote the college's Strategic Enrollment Plan and worked through student leadership, instructional divisions, faculty leadership and student services to refine it and being implement it

Dawson Community College / December 2015 – June 2019

Director of Enrollment

Serve as the Chief Enrollment Officer reporting directly to The President. Provide vision and dynamic leadership to Dawson Community College in: Recruiting, Admissions, Online Program, Advising, Dual Enrollment, International Enrollment, and Marketing. Responsible for the programmatic leadership of the enrollment department including the hiring and placement of staff, hiring Dual Enrollment faculty, and budget management. Develop robust partnership agreements and active discussions leading to the clear educational pathways between K-12 districts, community colleges, international education institutions, and Dawson Community College. Strengthen shared governance of the College by establishing a new framework for faculty participation in recruiting and admission activities.

Key Accomplishments:

- Set up infrastructure, identity, policies and procedures for a newly created Enrollment Management department
- Instrumental in the creation of the Dual Credit program and all initiatives in:
 - Designing curriculum delivery, professional development, and support services for faculty and students;
 - Implementing an off-site dual credit program
 - Securing accreditation approval from the NWCCU for the TAC partnership
- Led initiatives in:
 - Summer Gear Up camp for underprivileged students to experience college
 - Lead college staff and faculty in the development and implementation of the Dual Enrollment program, which four years ago started with 4 students and today has over 150 high students. Through this program, we are converting 30% of the students into full-time students at our institution after high school graduation
 - Dawson Promise Program - aimed at helping underserved students – unaccompanied youth who are homeless or aging out of foster care – obtain a two-year education free of debt.
 - Dawson Fellowship program - aimed at helping international students
 - Developed a GPA based tuition waiver program

- Lead the online program consortium. Increased online enrollment by 20% in two years by offering short-term online classes through our partners
- Secured grant funding for four years in a row to offset budgetary costs for the Enrollment Management Department
- Created a one-stop-shop concept with the enrollment staff with refurbished and remodeled office created to enhance a culture of welcoming and learning
- Stepped in and helped with foundation fundraising when the Director position was vacant. Hosted 2 Galas to secure over \$100,000.00 cash gift to establish scholarships for our students. Raised money to help establish a scholarship fund for international students studying at Dawson

Dawson Community College / August 2013 – December 2015

Enrollment and Dual Enrollment Coordinator

Responsible for the development, planning, and management of recruiting and admissions and marketing. Refined and streamlined admissions processes and introduced process improvements that enhanced student recruitment and communication. Managed all aspects of all student events such as visit days, orientation, open houses. Lead campus wide efforts to rebrand, market and message the entire College. Seek broad awareness of DCC through media relations while targeting key constituents for specific marketing/communications.

Key Accomplishments:

- Enhanced admission requirements to improve the quality of students. Increased student applications enrollment by 30% and international student enrollment by 20%
- Successfully researched and adopted new text messaging software, to better assist in development of communication strategies for outreach purposes.
- Introduced an on-line admissions and data management process. Developed a robust website for online students. Streamlined the policies and procedures governing the Online Programs Office
- Successfully performed extensive research on employment opportunities in our area, collected data on employment trends; wrote a grant based on the research found, explaining how DCC's programs will help fill the needs of our area researched. As the DCC Coordinator for Big Sky Pathways State Program, will be responsible for implementing the approved grant to help further the relationships between our college, high schools and businesses

University of Nebraska Omaha/ August 2011 – May 2013

Undergraduate Assistant - Director of Chuck Hagel Archives

Successfully created a collection management manual and condition report for the archive. Trained archive staff on object handling and packing; photograph artifacts for documentation. Performed national and international press research with articles pertaining to Mr. Chuck Hagel's work as a Senator and Secretary of Defense, to add to his collection.

Dawson Community College / August 2009 – May 2011

Business Tutor

Utilized effective tutoring techniques shared through trainings; promoted utilization of resources and independent learning. Created and maintained a professional tutor-student relationship with students taking business classes, and business instructors. Contacted the tutees in a timely and professional manner to schedule sessions. Assisted with orientation and registration activities at the beginning of each semester, specifically placement testing.

INTERNATIONAL EXPERIENCE

- **Study Abroad / Brussels, Belgium, Europe / Spring 2013 Exchange Student** - Visited the European Union and NATO. Visited Belgian businesses, collaborated with students and business owners to gain insight on conducting business in Belgium.
- **APEC (Asian Pacific Economic Cooperation) / Big Sky, MT / May 2011** - Liaison Officer to the Minister of Russia, Mrs. Elvira Nabiullina
- **Albanian Civil Court Judge / Tirana, Albania / Winter Break 2011** - Judicial Intern, Office of the Chief Justice

EDUCATION

PhD Student/ University of Montana/ Missoula, MT

M.P.A. Master of Public Administration / University of Montana / Missoula, MT

B.A, Business Administration & Human Resources / University of Nebraska

Proficient in English, Albania, Italian, and Spanish

Conference Presentations

ATEA – Association of Technical Education

TITLE: Key Characteristics and Strategies in Transferring Career and Technical Courses onto 4 Year Universities

ATEA – Association of Technical Education

TITLE: The Billion Dollar Industry: Creating a Unique Program to Meet the Needs of Industry – Corrosion Technology

CCID – Community College International Development

TITLE: Rural Community Colleges Embracing Global Education

NACEP – National Association of Concurrent Enrollment Partnerships

TITLE: Concurrent Enrollment 201

NACEP – National Association of Concurrent Enrollment Partnerships

TITLE: Concurrent Enrollment 101

NACEP Regional - National Association of Concurrent Enrollment Partnerships

TITLE: Montana Dual Enrollment