

# KENNETH K. SAUNDERS, Ed.D.

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## CAREER EXPERIENCES

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### **Nassau Community College**

1999-present

#### *Executive Vice President (as of August 2015)*

(see below)

#### *Acting President (January 2013-August 2015)*

- Served as chief executive and administrator of the College;
- Worked collaboratively with the Board of Trustees in the execution of policy and implementing identified performance goals;
- Implemented, executed and administered all directives and policies of the Board and the State University trustees;
- Served as an ex-officio member of each committee established by the Board;
- Formulated and presented to the Board for its action, recommendations regarding: curriculum, budgets, salary and employee benefits schedules, personnel appointments, promotions, tenure, retrenchment, organizational structure, planning and management of facilities and the granting of degrees or certificates;
- Facilitated the administration of collective bargaining agreements negotiated by the College in its capacity as joint employer of College employees with the County of Nassau pursuant to County Ordinance;
- Provided an annual report on the operation of the College to the Board, and prepared other reports as the Board or State University of New York required;
- Organized, reorganized and arranged administrative and supervisory staff in a manner which was consistent with Board policy, and subject to the approval of the Board;
- Promoted a positive image in the community;
- Established and maintained sound working relationships with other governmental agencies;
- Endeavored to maintain and improve professional competence;
- Encouraged and supported college-wide professional development;
- Facilitated the implementation of an annual evaluation of ungraded administrators;
- Facilitated the management and control of property and contracts entered into on behalf of the College as expressly authorized by the Board;

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- Worked collaboratively with the Foundation Board of Trustees in the development and execution of advancement initiatives.

*Officer in Charge (5 Months)*

(Same as above)

*Executive Vice President (1.5 years)*

- Provide leadership, organization and coordination for academic affairs, student services, facilities, marketing and communications, staffing, planning and budget;
- Work collaboratively with appropriate administrative and faculty personnel on strategic planning and institutional initiatives in support of college goals;
- Serve as liaison to the following constituent groups in the absence of the President: Nassau Community College Federation of Teachers, NCCFT, Adjunct Faculty Association, AFA, Academic Senate Executive Committee, and the Chairs Committee;
- Provide direction and coordination for Contract Administrators for the NCCFT and AFA collective bargaining agreements;
- Provide assistance in insuring all administrative divisions and departments develop and implement strategic plans to achieve goals of the College;
- Plan and assist in the development of systems assuring College's financial and operational plans are in concert with the College Strategic Plan;
- Work with Vice Presidents and other Senior Administrators to insure services were delivered in an effective and efficient manner to students, faculty, staff, and College constituents;
- Served as chief executive officer in the absence of the President.
- Adjunct Instructor, Psychology Department.

*Vice President for Academic/Student Services (11 years)*

- Responsible for: Admissions, Financial Aid, Health Services, Intercollegiate Athletics and the Physical Education Complex, International Student Services, Public Safety, Registrar, Placement Testing, Dean of Students, Student Personnel Services which includes (Career Counseling, Center for Students with Disabilities, Educational Counseling, Job Placement, Psychological Counseling, Student Activities, and Transfer Counseling);
- Facilitated the creation and administration of Student Affairs budget;
- Advised President on budget, personnel, program and administrative matters;
- Provided leadership, develops and implements division and college policy;
- Aided and provided leadership in strategic planning;
- Supported planning and implementation of Faculty Student Association;

- Delivered range of services to College community in the areas of Student Services;
- Adjunct Instructor, Psychology Department.

**State University of New York (SUNY)** 1994-1999  
**at Old Westbury**

*Assistant Vice President for Student Affairs (4.5 years)*

- Directly supervised and evaluated Student Affairs Directors for: Residential Life, Counseling Center, Financial Aid, Students Activities; Student Health, the Recreation Center and NCAA Division III Intercollegiate Athletics;
- Administered Student Affairs budget;
- Advised Vice President on Student Affairs on budget, personnel, program and administrative matters;
- Facilitated the implementation of the evaluation of Student Services;
- Directed Campus Judicial system;
- Conducted special campus-wide projects requiring research, preparation of written reports, and regular consultations with faculty, staff and senior administrators.

*Interim Vice President for Student Affairs (1 year)*

- Oversaw planning and activities for: Enrollment Services, Financial Aid, Student Health, NCAA Division III Intercollegiate Athletics and the Recreation Center, Psychological and Career Counseling Center, Services for Students with Disabilities, Student Activities, Residential Life and Public Safety;
- Managed administrative and fiscal responsibilities for Division of Student Affairs;
- Managed operating budget of \$5.6 million;
- Served as the Chief Student Affairs Officer on President's cabinet.

*Interim Director of Residential Life (3 years)*

- Acted as Chief Administrator of residential complex housing 800 students;
- Planned and administered \$2.3 million budget;
- Hired, supervised, and evaluated Residential Life personnel;
- Supervised Residential Judicial Process;
- Planned, promoted, implemented renovation projects;
- Worked closely with Facilities Management staff to ensure quality services in the Resident Halls;
- Supervised student residential programs;
- Directed professional and resident assistant training and development efforts;

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- Provided continual program opportunities for diverse resident population.

*Interim Director of the Counseling Center (1 year)*

- Planned, developed, administered, coordinated, and evaluated services and resources of a comprehensive student counseling program to include personal, educational, career, and disabled student services;
- Planned and administered departmental budget;
- Recruited, supervised and evaluated the Center's professional, paraprofessional and support staff;
- Supervised delivery of crisis intervention, referral, outreach and consultation services directly to the College community;
- Represented the Center in educating the College regarding mental health issues;
- Fostered an environment conducive to healthy mental growth and development.

**University of Michigan-Flint**

1990-1994

*Associate Dean for Student Services (3 years)*

- Advised Dean for Student Services on matters regarding administration, programming and budget;
- Created, developed and implemented comprehensive Student Services programs, including those for minority students, and directly administered all program activities of the Student Development Center;
- Prepared special and periodic studies and reports on minority student retention, recommended courses of action to Chancellor, and advised Chancellor on the development and status of minority student programs and initiatives;
- Developed and administered policy and procedures for Student Services units;
- Chaired Challenge Advisory Board; Minority Initiatives Committee; Mentorship Committee;
- Served as member of Recruitment and Retention Committee;
- Served as Director of Student Development Center;
- Hired, supervised, evaluated, Student Development Center personnel;
- Developed a comprehensive staff-training program.

*Interim Dean for Student Services (1.5 years)*

- Responsible in a variety of capacities for: Admissions, Career Services, Counseling, Educational Outreach, Financial Aid, Health Services, Orientation, Registrar, Scholarships, Student Development Center, and Student Life;

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- Acted as Chief Student Affairs Officer, reporting to the Chancellor;
- Planned and administered the Student Services budget;
- Directed the operational, administrative and programming activities of Student Services;
- Served as advocate for student-related functions;
- Supervised and evaluated Student Service personnel and programs.

*Interim Director of the Office of Financial Aid (7 months)*

- Administered and operated the Office of Financial Aid, ensuring Federal policies and procedures were followed and that students received financial assistance consistently and on time;
- Developed and implemented new office procedures, including administration of the office, maintenance of records and preparation of periodic reports;
- Regrouped staff to more efficiently distribute and process the workload;
- Reviewed, identified and secured additional funding for the Student Aid budget, enabling the university to service a larger population;
- Established new workflow schedule, resulting in increase in number of financial aid applications processed.

**Howard University**

1984-1990

*Assistant Dean for Student Life and Activities (6 years)*

- Acted as Dean's advisor and representative in administrative and personnel matters;
- Developed and promoted numerous student development and leadership programs;
- Organized and implemented New Student Orientation Programs and revamped Campus Pals, a 45-member student orientation organization;
- Formulated and administered the bulk of \$1/4 million Student Services budget;
- Established the Howard University Chapter of the Golden Key National Honor Society and served as Executive Board advisor;
- Raised staff productivity and morale through establishing and implementing staff development programs;
- Chaired the Orientation Advisory Council; Student Life and Activities Self-Study Committee; and Alcohol Policy Review Committee;
- Chaired Multi-Ethnic Affairs Caucus (National Orientation Director Association);
- Chaired Standing Committee for Multicultural Affairs (American College Personnel Association);
- Served as member of Affirmative Action Committee (National Orientation Directors Association), and the University Calendar Committee.

**Illinois State University** 1981-1984

*Area and Resident Coordinator (3 years)*

- Served as Chief Administrator of a residential complex housing 2,000 students;
- Selected, supervised and evaluated staff of 93;
- Developed and implemented staff training programs;
- Developed and promoted area renovation projects;
- Chaired the Need Assessment and Research Committee;
- Co-chaired the Wellness Lifestyle Committee.

PROFESSIONAL AFFILIATIONS

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- American Council on Education
- Long Island Regional Advisory Council on Higher Education
- American Association of Community Colleges
- League for Innovation in the Community College
- New York Campus Compact
- Long Island Council for Student Personnel Association
- Nassau County Anti-Hate Crime Task Force
- Nassau County Special Olympics
- Roosevelt/Freeport NAACP of Long Island, New York

EDUCATION

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<b>University of Pennsylvania</b>	Philadelphia, PA
■ Doctor of Education, Higher Education Management and Leadership	2010
<b>Harvard University</b>	Cambridge, MA
■ Institute for Educational Management	2006
<b>Howard University</b>	Washington, DC
■ Master of Education, Guidance and Counseling	1981
<b>Bowling Green State University</b>	Bowling Green, Ohio
■ Bachelor of Arts, Psychology and German	1979

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**University of Salzburg**

- German language course work

Salzburg, Austria

1977-1978