

# MICHELLE L. KEARNS, ED.D

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## PROFILE

Experienced higher education administrator, transformational leader, and relentless student advocate. Work history demonstrates exceptional effectiveness at leading projects, initiatives, and teams in a manner that is inspiring, congenial, and ethical, to achieve remarkable and systemic results. Proven professional dedicated to providing access to the life-changing power of education.

## EDUCATION

**Doctor of Education**, Higher Education Administration, Northeastern University, Boston, MA

*Dissertation: Investigating the experiences of traditional-age female students who have successfully navigated completion of a degree program within a predominantly patriarchal society in order to identify effective interventions and increase completions.*

**Master of Public Administration**, Brigham Young University, Provo, UT

**Bachelor of Science**, Business Management, Utah Valley University, Orem, UT

**Certificate in Student Affairs Law and Policy**, NASPA-Student Affairs Administrators in Higher Education

**Certificate in Women's Leadership**, Utah Valley University, Orem, UT

**Certificate in Online Teaching**, Utah Valley University, Orem, UT

## KEY COMPETENCIES

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|--------------------|--------------------|-------------------------------|-----------------|
| • Strategic Vision | • Results-Oriented | • Exceptional Work Ethic      | • Communication |
| • Leadership       | • Public Speaking  | • Technical Expertise         | • Team Building |
| • Collaboration    | • Professionalism  | • Cross-Divisional Experience | • Trustworthy   |

## PROFESSIONAL EXPERIENCE

### **Vice President for Student Affairs**

*Utah Valley University, Orem, UT, 2022 – present*

As the Senior Student Affairs Officer, provide vision and leadership for divisional goals and operations. Oversees 26 departments, 296 full-time and 530 part-time employees, and a \$106 million operating budget.

- Serves as a member of the President's Cabinet
- Serves as a member of the President's Council
- Serves as a member of the University Executive Council
- Chairs the Student Affairs executive leadership team

### **Associate Vice President for Enrollment Management**

*Utah Valley University, Orem, UT, 2021 – 2022*

As the chief enrollment and retention officer for the largest university in the state, provided vision and leadership for institutional enrollment and graduation goals. Oversaw Admissions, Registration, Financial Aid, First Year Experience, First Year Advising, Student Retention, and Career Development. Supervised 15 direct reports and 179 indirect.

- Served as a member of the University Executive Council
- Served as a member of the Student Affairs executive leadership team
- Chaired the Strategic Enrollment Management Council
- Chaired the Student Success & Completion Council
- Served as the co-executive sponsor for campus-wide academic advising
- Led the development and implementation of the campus Strategic Enrollment Plan
- Led the development and implementation of the campus Student Completion Plan

### **Associate Vice President for Student Success and Retention**

*Utah Valley University, Orem, UT, 2014-2021*

Provided vision and leadership to increase UVU student retention and completion. Developed and implement a comprehensive student completion plan for the institution. Oversaw Career Development Center, First-Year Advising Center, First-Year Experience and Student Retention, First-Generation Student Success Center, International Student Services, Multicultural Student Services, University Advising, Veteran Success Center, Wee Care Center, and Women's Success Center. Supervised 12 full-time direct reports and 76 indirect. Provided leadership for the Advisement Council and the Center for Global and Intercultural Engagement.

- Served as a member of the Student Affairs executive leadership team
- Influenced campus culture to embrace completion priority
- Chaired the Student Success & Completion Committee
- Increased student retention 14 percentage points
- Provided input in university strategic planning and assessment through UEC and UPAC
- Facilitated K16 partnerships through Alliance membership and as counselor conference chair
- Lead predictive analytics efforts (Civitas)
- Secured resources and support for student success initiatives including Wolverine Completion Grants, Returning Wolverine Grants, College Scheduler, Retention Mentors, Freshman Advocates, Native American Initiative, Pacific Islander Initiative, African American Completion Initiative, Latino Initiative, Women's Success, First-Generation Student Completion Initiative, and Veteran Student Support

### **Assistant Vice President for Student Success and Retention**

*Utah Valley University, Orem, UT, 2013-2014*

Provided vision and leadership to increase UVU student retention. Supervised Advisor Training and Development, Career Development Center, First Year Experience and Student Retention, International Student Services, Multicultural Student Services, Testing Services, and TRiO Student Support Services including 9 full-time direct reports. Provided leadership for the Advisement Council and the Center for Intercultural and Global Engagement.

- Served as a member of the Student Affairs executive leadership team
- Directed improvement of SSR strategic plans
- Implemented key performance indicators for each department

### **Director, Student Success and Retention**

*Utah Valley University, Orem, UT, 2009-2013*

Directed the daily activities of the Office of Student Success and Retention. Supervised 4 full-time employees and 8 part-time. Oversaw development and implementation of UVU's First Year Experience program. Developed and implemented strategic plan for campus-wide retention and student success that includes early intervention and outreach programs, faculty and staff training in retention and first-year teaching, marketing and communication, and data/systems.

- Directed successful completion of all Title III grant goals and objectives

- Designed campus-wide retention plan
- Established infrastructure for sustainable FYE and early intervention/outreach programs
- Oversaw development of UVU's Freshman Convocation
- Influenced campus culture through effective collaboration
- Contributed to 14 percentage-point increase in first-year retention

### **Assistant Dean, University College**

*Utah Valley University, Orem, UT, 2008-2009*

Developed and implemented school recruiting and retention efforts. Developed and implemented strategic planning specific to marketing of the College and its programs. Created a development plan to fund school initiatives, serving as development liaison with the Advancement Office. Coordinated the grant writing activities of faculty and staff within the College. Assisted the Dean in providing leadership, and in development and implementation of college strategic plans, PBA requests, reports, accreditation documents and program reviews.

- Created first Advisory Board for University College
- Developed marketing to brand new name for College
- Organized multiple UC events including student commencement and faculty convocation

### **Associate Director, Financial Aid & Scholarships**

*Utah Valley State College, Orem, UT, 2002-2008*

Oversaw administration of College's Financial Aid and Scholarship Programs. Managed day-to-day operations. Hired, trained, supervised and evaluated 22 full-time employees. Managed federal, state and institutional financial aid funds in excess of \$65 million. Oversaw technical and computer operations.

- As team lead, directed successful Banner system conversion for Financial Aid Module
- Created comprehensive training program for all financial aid staff

### **Assistant Director, Financial Aid & Scholarships**

*Utah Valley State College, Orem, UT, 2000-2002*

Assisted in the administration of College's Financial Aid and Scholarship Programs. Managed day-to-day operations. Hired, trained, supervised and evaluated 20 full-time employees. Manage federal, state and institutional financial aid funds in excess of \$30 million. Assisted in technical and computer operations.

- Positively influenced department moral despite challenging environment
- Developed system to manage multi-million-dollar budget

### **Office Manager, Financial Aid & Scholarships**

*Utah Valley State College, Orem, UT, 1992-2000*

Hired, trained, supervised and evaluated student employees. Managed operating budgets, inventory, and purchasing. Completed secretarial and receptionist duties. Supervised administration of College's work study programs. Assisted in the delivery of student financial aid.

### **Executive Secretary**

*Trans-West Management (PBI Freight Service), Orem, UT, 1988-1992*

Performed secretarial duties and data entry, processed claims, traced missing freight, assisted with payables/receivables, and operated switchboard.

## **TEACHING EXPERIENCE**

**Student Success & Development (EDUC6460)**, UVU Master of Education Program, School of Education

**Introduction to Public Administration (POLS3300)**, UVU History and Political Science, College of Humanities and Social Sciences

**Public Speaking (COMM1020)**, UVU Communications Department, College of Humanities and Social Sciences

**Career Preparation (MGMT3890)**, UVU Marketing Department, Woodbury School of Business

**University Success Studies (SLSS1000)**, UVU Student Leadership and Success Studies Department, University College

### **PROFESSIONAL LEADERSHIP EXPERIENCE**

President's Cabinet, UVU	2022-present
President's Council, UVU	2022-present
University Executive Council, UVU	2014-present
Academic Affairs Council, UVU	2020-present
University Planning and Advisory Committee, UVU	2014-present
University Data Governance Council, UVU	2020-present
Women's Council, UVU	2019-present
Women's Success Steering Committee, Chair, UVU	2014-2019
Inclusion Advisory Council, UVU	2014-2016
Summer Transitions Advisory Board, UVU	2012-2016
College Access Network of Utah Committee, USHE	2012-2014
Accreditation Executive Team, UVU	2011-2015
Women's Success Advisory Council, UVU	2011-2018
Structured Enrollment Implementation Team, UVU	2011-2017
Freshman Advocate Council, UVU	2011-2015
Parent Relations Council, UVU	2010-2016
University Planning Advisory Committee, UVU	2010-2012
Developmental Education Committee, UVU	2009-2010
Student Success and Completion Committee, Chair, UVU	2009-present
Student Retention Tracking Systems Committee, Chair, UVU	2009-present
Faculty Connections and Academic Experience Committee, Co-Chair, UVU	2009-present
Human Resources Staff Hiring Quality Initiative, Co-Chair, UVU	2009
Enterprise Applications Management Team Lead, UVSC	2005-2008
SCORE (Banner) Team Member, UVSC	2005-2008
Banner Implementation Management Team Lead, UVSC	2003-2005
Banner Security Chair and Team Lead, UVU	2003-2005

### **HIGHER EDUCATION SERVICE**

Hispanic Serving Institutions Executive Committee, UVU	2020-present
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Adult Learner Task Force, UVU	2020-present
Executive Essential Learning Outcomes Task Force, UVU	2020-present
Graduate Faculty Associate Member, UVU School of Education	2018-present
NWCCU Accreditation Operations Group, UVU	2018-present
NASPA Utah Membership Liaison	2018-present
Presidential Transition Team, UVU	2018
Graduate Practicum Site Supervisor, U of U Students	2017-present
AASCU National Re-Imagining the First Year of College Project, UVU	2016-2018
Adult College Completion Task Force, USHE	2013-present
Women Helping Women Mentor, UVU	2013-2015
Complete College Utah Task Force, USHE	2012-present
University College Assessment Task Force, UVU	2011-2013
Marie Clegg Speech Competition Judge	2012
Career Pathways Committee, UVU	2011-2012
Learning Communities Council, UVU	2010-2014
Faculty Center for Teaching Excellence Guest Instructor, UVU	2010-present
Career and Technical Education Presenter, UVU	2010-present
Start Something Beautiful Board Member	2008 - 2010
NASFAA Decentralized Trainer, NASFAA	2005
UASFAA Conference Committee Co-Chair, UASFAA	2004
PACE General Board, UVU	1991-2001
AA/EOC Advisor, UVU	1996-1998
Student Retention Committee, UVU	1995-1996
Staff Education/Development Committee, UVU	1994-1996
PACE General Board, UVU	1994-1996

### **PROFESSIONAL DEVELOPMENT ACTIVITIES**

Search Advocate Training, Oregon State University	2018
NASPA Student Affairs AVP Institute	2016
NASPA Institute for Senior Student Affairs Officers	2013
UVU Teaching Academy	2012-2013
Utah Valley Senior Executive Leadership Forum Fellow	2008-2009
UVU Department Chair Academy	2008-2009
Certified IT Project Manager	2004

### **HONORS & RECOGNITION**

Board of Trustees Award of Excellence, UVU	2017
Employee of the Year, TRiO Student Support Services	2017
Patriotic Employer, Office of the Secretary of Defense	2016
Outstanding Senior-Level Professional, Utah NASPA	2015
Presidential Award of Excellence for Student Success, UVU	2012

National First-Year Student Advocate Nomination	2011
Staff Excellence Award, UVU	2005
Distinguished Employee Award, UVU	2003

### **INTERNATIONAL, NATIONAL, REGIONAL & STATE CONFERENCE PRESENTATIONS**

***Navigating the Great Resignation as Seasoned Professionals.*** NASPA Western Regional Conference, Anaheim, CA, 2022.

***Creating a Culture of Accountability and Ownership for Student Success and Completion.*** CSRDE's National Symposium on Student Retention, Virtual, 2021.

***Implementing Predictive Analytics: The Good, the Bad, and the Ugly.*** CSRDE's National Symposium on Student Retention, Virtual, 2020.

***IPEDS Outcome Measure: Using Past Results to Predict the Future...and Change it!***, Rocky Mountain Association of Institutional Research, Virtual, 2020.

***When Student Affairs and Academic Affairs Collaborate for Student Success,*** American Association of State Colleges and Universities Winter Meeting, Amelia Island, FL, 2019.

***Access for All: Keeping the Community College Inside the Comprehensive University,*** American Association of State Colleges and Universities Summer Meeting, Seattle, WA, 2018.

***Some College, No Degree Initiative,*** Utah Legislative Interim Education Committee, Salt Lake City, UT, 2018.

***Defining and Realigning for Student Success: Easy to Say, Harder to Do,*** American Association of State Colleges and Universities Winter Meeting, San Antonio, TX, 2018.

***Strategic Scheduling Initiative,*** American Association of State Colleges and Universities Summer Meeting, Baltimore, MD, 2017.

***Making a Case for Change,*** American Association of State Colleges and Universities Winter Meeting, San Diego, CA, 2017.

***Women & College Graduation,*** Utah Women in Education Initiative, UVU, Orem, Utah, 2016.

***A Personalized Approach to Student Retention,*** National Symposium on Student Retention, Orlando, Florida, 2015.

***A Personalized Approach to Student Retention,*** International Conference on the First-Year Experience, Waikoloa, Hawaii, 2013.

***Radical Impact: A Comprehensive Plan for Increasing First-Year Student Success,*** International Conference on the First-Year Experience, Vancouver, British Columbia, 2012.

***My Students Matter And I Choose To Retain***, Annual Advisor Conference, Heber, Utah, 2012.

***A Comprehensive First-Year Experience***, International Conference on the First-Year Experience, Manchester, England, 2011.

***UVU First-Year Experience: Much More Than a Class***, National Conference on the First-Year Experience, Atlanta, GA, 2011.

***Student Success***, State of Utah Advisor Conference: Collaborating for K-16 Success, Orem, UT, 2010.

***A Personalized Approach to Student Retention***, International Conference on the First-Year Experience, Maui, HI, 2010.

***Administrative Capability: A Detailed Review***, Utah Association of Financial Aid Professionals, Denver, CO and Salt Lake City, UT, 2007.

***Using the NASFAA Encyclopedia to Resolve Everyday Compliance Issues***, National Association of Financial Aid Professionals Annual Conference, Seattle, WA, 2006, and Rocky Mountain Association of Financial Aid Professionals Annual Conference, Salt Lake City, UT, 2006.

***Banner Conversion: Are you Ready for Algorithmic Programming?*** Utah Banner Users Group, Logan, UT, 2006.

***Banner Financial Aid Functionality***, Utah Banner Users Conference, Salt Lake City, UT, 2005.

## **GRANT ACTIVITY**

Title III Strengthening Institutions Federal Grant (\$2 million – 5 years) <i>Co-Writer/Investigator</i>	2013-2018
USHE Completion Grant (\$75,000 – 1 year) <i>Writer, Principal Investigator: Returning Wolverine Grant Program</i>	2015-2016
Title III Strengthening Institutions Federal Grant (\$2 million – 5 years) <i>Project Director</i>	2009-2013

## **PROFESSIONAL MEMBERSHIPS**

American Association of Collegiate Registrars and Admissions Officers	2021-present
Complete College America	2017-present
American Association of State Colleges and Universities	2016-present
National Association of Student Affairs Administrators in Higher Education	2012-present
Consortium for Student Retention Data Exchange	2010-present
Association of American College and Universities	2010-present
National Association of Professional Women	2009-present

Utah Society of Fundraising Professionals	2009-2010
Utah Nonprofits Association	2009-2010
Association of Fundraising Professionals	2009-2010
Association of Academic Deans and Directors	2008-2010
National Association for Developmental Education	2008-present
National Association of Financial Aid Professionals	1992-2008
Rocky Mountain Association of Financial Aid Professions	1992-2008
Utah Association of Financial Aid Professionals	1991-2008