

ADAM H. FRANK

EDUCATION

Master of Arts in Higher Education & Student Affairs
University of Connecticut

May 2009
Storrs, CT

Bachelor of Arts in History
Stonehill College

May 2007
Easton, MA

CERTIFICATIONS

Certified Student Affairs Educator (CSAEd)

Higher Education Consortium for Student Affairs Certification

Expires: January 2028

Skills: foundations of the profession; student learning, development and success; assessment and evaluation; social justice and inclusion; leadership; talent management; crisis and risk management; and financial and facility management.

Certified Student Affairs Educator-Campus Activities (CSAEd-CA)

Higher Education Consortium for Student Affairs Certification

Expires: January 2028

Certified Student Affairs Educator-Student Conduct Administration (CSAEd-SC)

Higher Education Consortium for Student Affairs Certification

Expires: January 2028

PROFESSIONAL EXPERIENCE

Westchester Community College
Valhalla, NY

Assistant Vice President of Student Affairs & Dean of Student Life

February 2023 - present

- Serve as deputy chief student affairs officer, reporting directly to the Vice President of Student Affairs at a public, federally designated Hispanic serving institution of approximately 10,000 undergraduate students.
- Manage a multifaceted student affairs unit that is comprised of multiple offices (Athletics, Health Services, Mental Health Counseling, Student Involvement, Student Rights & Responsibilities, Student Support Services, and Veterans & Military Affiliated Student Services) which are responsible for delivering student programs and services outside of the classroom that focus on health, wellness, engagement, belonging, student development, conduct and threat assessment.
- Directly supervise and evaluate the work of five department directors and indirectly manage 50+ faculty and staff.
- Provide strategic direction for the Student Life unit through creation and oversight of a five-year plan that identifies unit outcomes as well as measurable department objectives and annual action items.
- Coordinate assessment planning for Student Life departments that identifies methodologies and data sources to measure success of unit goals and department outcomes; develop processes to share and use results for continuous unit improvement.
- Prepares the Student Life budget and approves expenditures from proceeds of the student services fee totaling over \$400,000.
- Serve as chief appellate officer for student conduct cases, including Title IX cases, hearing all appeals.
- Co-chair the Community Assessment and Risk Evaluation (CARE) Team, a cross-functional committee who assess reported student behaviors of concern and identify interventions to help ensure the likelihood of a positive and safe resolution.
- Coordinate professional development opportunities, including access to off-site conferences, webinars, and in-house trainings, to ensure personnel remain current with best practices, college policies/procedures and legal requirements.
- Secured funding for a 1,000sqft expansion to the Health & Wellness Suite that created a new, private and modern space for mental health counseling.
- Provide guidance to faculty, staff, administrators and students regarding Student Life policies and services.
- Co-chair multiple committees that review and/or draft college policies and procedures, which have included: Involuntary Withdrawal Policy, Posting Materials on Campus, Alcohol & Drug Policy, College Events Policy, and Anti-Hazing Policy.
- Identify, procure and train staff on technological tools that improve unit operations and record keeping, including a student conduct management platform.
- Direct the activities of the Division of Student Affairs in the absence of the Vice President.

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Interim Vice President of Student Affairs

June 2022 - February 2023

- Chief student affairs and enrollment management officer, reporting directly to the President.
- Oversaw project management and staff assignments for 9 divisional units, including: Admissions, Athletics, Enrollment Services, Financial Aid, Health Services, Mental Health, Registrar, Student Involvement, and Student Support Services.
- Directly supervised and evaluate the work of the Dean of Student Life and Dean of Enrollment Management and indirectly manage over 80 additional faculty and staff.
- Created and facilitated monthly meetings for all division personnel and biweekly leadership meetings with Deans and Directors that improved divisional communication, cross-departmental collaboration, and established goals and for the division and individual units.
- Worked closely with the Interim Dean of Enrollment Management, to implement short-term strategies that reduced an enrollment gap for fall 2022 registrations, as compared to the year prior, from -20% in June 2022 to -3% by September 2022.
- Served on President's Cabinet providing strategic direction for institutional operations and advancement of goals.
- Managed division budget, in excess of \$1,200,000, to advance student access, co-curricular learning, and degree completion.

Associate Dean of Student Life

September 2017 - May 2022

- Deputy chief student affairs officer, reporting directly to the Vice President of Student Affairs.
- Redrafted The Student Code of Conduct by establishing a definition section, secondary educational/restorative sanctions, and a clearly defined process for adjudicating alleged violations that employs best practice and compliance requirements.
- Led a cross functional subset of the Pandemic Response Team in creating the college's Pandemic Response and Pandemic Recovery Plans, that guided institutional decision making and continuity of operations during the COVID-19 pandemic.
- Coordinated student protocols and support during COVID-19 pandemic in partnership with the State University of New York, including the campus-wide vaccine and testing requirements, resulting in a 98% compliance rate.

Title IX Coordinator

September 2017 - February 2018; August 2019 - March 2020

- Managed the prompt and effective response to reports of sexual assault, sexual harassment, dating violence, domestic violence, and stalking that prevented recurrence and sought to remedy its effects.
- Facilitated accommodations to address safety concerns and support victims and complainants so that academic and professional pursuits may continue unimpeded.
- Oversaw investigations of reported sexual assault/harassment to ensure fairness, impartiality, and equity.
- Compiled and submitted all reports to maintain compliance with college, local, state, and federal agencies.
- Created and administered college's *Sexual Violence Response Policy* detailing policies and procedures for reporting, responding, and preventing acts of sexual misconduct.
- Created Title IX Response Team comprised of personnel from multiple disciplines to review policies and procedures and assess operations to ensure an effective response.

Director, Department of Student Involvement

September 2010 - May 2015; March 2016 - September 2017

- Oversaw co-curricular learning initiatives through the sponsorship of over 60 student organizations, on-campus programs, off-campus trips, leadership development education, multicultural events, student media, and other experiential opportunities.
- Supervised and evaluated two Associate Directors, a Club/Organization Coordinator, a Marketing Coordinator, a Radio Station Manager, Newspaper Advisor, an Office Assistant and three undergraduate interns.
- Managed and approved expenditures for the college's student activity fee, in excess of \$1,490,000.
- Advised the Student Government Association, including the Executive Board, Senate, Finance, and ad-hoc committees.
- Advised The Viking News, a student-run newspaper, including the Editorial Board and Business & Marketing Team.
- Managed departmental assessment initiatives through the establishment and utilization of student learning outcomes, assessment instruments and rubrics to measure student learning to improve effectiveness of programs and services.
- Established, managed, and evaluated policies for on-campus events and off-campus travel that incorporate risk management, equal access, and compliance with all SUNY, college, local, state and federal guidelines.
- Coordinated and evaluated the New Student Orientation program, including: program creation, assessment and operations management for a three-session, single day program for 1,200 new students and their families as well as the selection, training and management of 30 student Orientation Leaders.
- Coordinated the Commencement Ceremony for 900 graduates and over 3,000 attendees annually, including: program planning, student communications, contract negotiations, and on-site event management.
- Adjudicated alleged violations of the student code in one-on-one administrative conferences and as chair of hearing boards.
- Provided training and on-going support for club/organization student officers through the facilitation of on-campus workshops and off-campus retreats, including: curriculum planning, facilities management, and logistics coordination.

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Interim Vice President of Student Access, Involvement & Success

June 2015 - February 2016

- Served as chief student affairs and enrollment management officer, reporting directly to the President.
- Oversaw project management and staff assignments for divisional units, including: Academic Advising, Admissions, Athletics, Career and Transfer Center, Child Care Center, Enrollment Services, Financial Aid, Health Services, Mental Health Counseling, Registrar, Student Involvement, Student Conduct, and Veteran Services.
- Directly supervised and evaluated the work of 12 unit directors and indirectly managed over 80 additional faculty and staff.
- Heard conduct appeals and presided over reinstatement hearings for students seeking readmission after suspension.
- Managed division budget, in excess of \$1,200,000, to advance student access, co-curricular learning, and degree completion.
- Re-organized units to create a stronger administrative structure to better align division with college mission & goals; created and hired Associate Dean of Student Life & Associate Dean of Enrollment Management to manage division units.
- Introduced concepts of strategic enrollment management to institution, hosted first Enrollment Summit and charged cross-divisional task force to develop and execute plan to sustain and grow enrollment.
- Developed space optimization plan to improve staff work capability and student access to resources and services.
- Re-established Refund Appeals Committee to allow students opportunity to recoup tuition if experiencing personal hardships.
- Improved completion efforts by creating college's success & completion policy, developing strategies to improve advisement for students near graduation, and creation of reverse transfer policies and procedures.
- Created communication, recognition and professional development opportunities with introduction of monthly division meetings/newsletters, staff awards, and an in-house professional development day.

Coordinator of Student Activities, Office of Student Affairs

June 2009 - August 2010

BOARD MEMBERSHIP

National Association of Campus Activities, Board of Directors

May 2024 – present

- Guide the association towards a sustainable future by adopting and adhering sound, ethical, and legal governance and financial management policies.
- Ensure prudent use of all Association assets, including financial, facility, people, and good will.

National Association of Campus Activities, Foundation Board of Trustees

May 2018 – April 2024

- Exercise fiduciary responsibility over a 501(c)(3) Foundation that provides scholarships, research grants and educational programs and services for college students, and professional staff in the field of campus activities.
- Served as Board Chair from May 2022 – April 2023; led the development of a new three-year strategic plan.

Faculty Student Association of Westchester Community College, Board of Directors

September 2009 - present

- Collaborate with management to create long and short-term goals for a 501(c)(3) auxiliary services corporation that oversees dining services, the campus bookstore, and administers fees expended on student-related activities and support services.
- Provide strategic leadership as Board President since 2016: chair Board meetings and supervise the Executive Director.

Mizzentop Day School, Board of Trustees (Pawling, NY)

September 2022 – April 2025

- Developed and approved the strategic direction of the school; primary author of the school's 2023-2028 Strategic Plan.
- Planned, developed and established policy and regularly assess the performance of the school.
- Responsible for the school's financial stability, inclusive of fundraising and approval of annual operating & capital budgets.

INSTITUTIONAL COMMITTEE INVOLVEMENT

Westchester Community College

Select Committees

Diversity, Equity & Inclusion Committee (2020 - present)
SUNY Chancellor's Award for Student Excellence (2010 - present)
President's Cabinet (2015 - 2016; 2021 - 2023)
Senior Administrative Leadership Team (2015 - 2023)

Chosen Name, Pronouns & Gender Marker, Chair (2022 – 2023)
Pandemic Response Team (2020 - 2022)
Tobacco Free Campus (2011 - 2015)
Student Center Renovation & Expansion (2009 - 2011)

Select Search & Screen Committees

AVP & Dean of Enrollment Management, Chair (2025 & 2023)
Director of Physical Plant, Chair (2024)
Vice President of Student Affairs (2022)
Associate Dean of Diversity, Equity, & Inclusion, Chair (2020)

Vice President of Student Access, Involvement & Success, Chair (2015)
College President (2014)
Faculty Student Association Executive Director, Chair (2012 & 2019)

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PROFESSIONAL ASSOCIATION INVOLVEMENT

National Association for Campus Activities, Northeast Region

Conference Chair

January 2019 – November 2019

- Led a planning team of 60+ volunteers from across the Northeast United States in executing a multi-day conference for over 2,000 attendees, including students, student affairs professionals, and business leaders in the entertainment industry.
- Co-coordinated the 50th Anniversary celebration for the Northeast Region that saw the return of 100+ former Association leaders resulting in over \$10,000 raised for the NACA Foundation.

Select Northeast Regional Involvement

Volunteer Development Coordinator (2018)

Logistics Coordinator (2017)

Business Networks Coordinator (2016)

Student Projects Coordinator (2015)

Showcase Selection Coordinator (2014)

Education & Professional Development Coordinator (2013)

Phi Theta Kappa International Honor Society, New York Region

- New York Regional Advisory Board, Member (May 2023 – present)

Higher Education Consortium for Student Affairs Certification

- Code of Ethics Committee (July 2023 - present)

NASPA – Student Affairs Administrators in Higher Education

- Member (2009 - present)

SELECT TRAINING CERTIFICATIONS

National Association for Behavioral Intervention and Threat Assessment

Structured Interview for Violence Risk Assessment (2019 & 2025)

Building an Individualized Threat Management Plan (2022)

Behavioral Intervention Team Foundations (2018)

HONORS, AWARDS & RECOGNITIONS

State University of New York (SUNY)

Chancellor's Award for Excellence in Professional Service (2015)

Westchester Community College Foundation

Joseph & Sophia Abeles Endowed Chair for Student Engagement & Support (2016 - present)

Westchester Community College

Outstanding LGBTQ+ Advocate, LGBTQ+ Task Force (2024)

Students First Award, Student Government Assoc. (2011 & 2023)

Honorary Member, Chi Alpha Epsilon Honor Society (2016)

Honorary Member, Phi Theta Kappa Honor Society (2012)

Generoso Pope Academic Leadership Award, Alpha Beta

Gamma Honor Society (2011)

Business Council of Westchester

Rising Stars: 40 Under 40 Award (2022)

National Association for Campus Activities

Donald L. McCullough Award, Northeast (2024)

C. Shaw Smith New Professional Award, National (2012)

David Ross New Professional Award, Northeast (2010)

M. Kevin Fahey Graduate Assistant Award, Northeast (2008)

Phi Theta Kappa International Honor Society

Distinguished Chapter Advisor Team (2022)

State University of New York – Community College Chief Student Affairs Officers Council

Joseph Isadore Best Practices in Student Affairs Award (2011)

Stonehill College

President's Cup (2007)

Vice President for Student Affairs Award (2005 & 2006)