

CLARE P. IANNELLI, M.ED.

OBJECTIVES

My objectives include serving our students and our faculty with wrap-around services that make sense both inside the classroom and outside the classroom and to strategically use my experience as a supervisor to lead by example and foster servant leadership with my direct reports and with those with whom we collaborate.

EXPERIENCE

3/2022 – Present

San Antonio College

San Antonio, Texas

Interim Dean, Academic Success

- Supervise (1) one Administrative Services Specialist
- Supervise (7) seven Directors within Academic Success Support Services
 - Academic Success Centers (Tutoring)
 - Creative Multimedia
 - High School Programs
 - Honors Academy
 - Library
 - Project BUILD Grant (Dept of Education)
 - Teaching & Learning
- Directly supervise Directors of Academic Success who provide wrap-around direct instructional support services to our students and professional development to our faculty
- Co-Lead Department Chairs with Dean of Academic Success
- Directly supervise (3) three Department Chairs
 - Fine Arts
 - Natural Sciences
 - Psychology-Philosophy-Student Development
- Manage weekly meetings with Academic Success Directors and Department Chairs regarding programmatic processes and updates, budgetary decision-making, and collaborations with internal and external partners.
- Review and provide decision-making for academic-related grievances.
- Work with Student Success division leaders to manage decision-making around: course add/drop requests, graduation credit approvals, course reinstatement requests and course overload requests.

1/2016 – 3/2022

San Jacinto College District

Pasadena, Texas

Dean of Compliance & Judicial Affairs

- Supervise (2) two Compliance Officers and (1) one Senior Administrative Assistant
- Oversee all student conduct investigations for the College.
- Ensure College is in compliance with state and federal regulations related to Title IX, the Violence Against Women Act, and Clery-related legislative mandates
- Maxient Student Conduct Software Administrator
- Communicate regularly with Campus Provosts and District Leaders on larger student-related conduct concerns or training

- Interface with students in matters related to Title IX support and investigations.
- Ensure board policies and procedures are updated related to students
- Consult with administrators, faculty and staff on student-related behavior concerns
- Investigate students who have committed alleged code of student conduct violations
- Provide on-going training to faculty and staff on handling student behavior concerns
- Oversee two budgets: one for training and awareness and one operational budget
- *Supervisor: Joanna Zimmermann, Associate Vice Chancellor of Student Services*

6/2010 – 1/2016

San Jacinto College –North Campus

Houston, Texas

Dean of Student Development

- Supervise division managers and programming for 30 personnel in the following areas: Career & Employment Office, Counseling Center, Student Life Office, and the TRIO Programs (PASE/SSS & Upward Bound)
- Coordinated the Spring 2012 Commencement for SJC-North Campus in May 2012
- Work with Student Development Managers to manage 7 operating budgets
- Serve as the North Discipline Coordinator
- Regularly consult with faculty on discipline issues
- Oversee the FYE Calling Program Process for North
- Oversee the New Student Orientation (NSO) Process for North
- Assist with Faculty Advising Program at North
- Co-Trainer for the EDUC/PSYC 1300 Faculty Training (these are 1st Term Student Success Courses)
- Assist with the GUST and EDUC/PSYC Points-of-Contact at North (GUST is also a 1st Term Student Success Course)
- Attend monthly Rotary & Chamber Events
- Coordinate the Community Partners Luncheon in conjunction with the President's Office
- Present the Student Speaker at the Commencement Ceremony
- Oversee the transition of Career & Employment, Counseling, and Deans office to the new Welcome Center Building
- Oversee the Close-Out projects for the Student Development Suite in the Welcome Center
- Assist with the triage and academic advising processes during the peak registration months
- Perform advising audits prior to the first day of class for each semester
- Oversee the renewal of Shared Counselor contracts with our area ISDs
- Coordinate a division-wide retreat for the entire North Student Development Division
- Serve as an LPC Certified Supervisor to 1 LPC Intern
- Attend weekly North PLT (Presidents Leadership Team) meetings
- Attend monthly North CLT (Campus Leadership Team) meetings
- Hold bi-weekly management team meetings
- Adjudicate traffic ticket appeals
- Administer Performance Reviews for 5 full-time personnel
- Supervise the hiring and release process for employees
- Serve as the Welcome Center Building Fire Marshal
- *Supervisor – Dr. Brook Zemel, Vice President of Student Development*
- *Supervisor – Dr. Laurel Williamson, Vice Chancellor of Learning & Student Success*

7/2009 – 6/2010

San Jacinto College –North Campus

Houston, Texas

Interim Dean of Student Development

- Supervise division managers and programming for 45 personnel in the following areas: Career & Employment Office, Counseling Center, Student Life Office, and the TRIO Programs (PASE/SSS & Upward Bound)
- Oversee the Student Development Division Budgets
- Serve as the North Discipline Coordinator
- Regularly consult with faculty on discipline issues
- Oversee the FYE Calling Program Process for North
- Oversee the New Student Orientation (NSO) Process
- Coordinate the North Monument Milestones Event
- Co-Coordinate the Online New Student Orientation Process for the District
- Co-Coordinate Monthly Lecture Series
- Conducted a focus group surrounding students experiences with NSO
- Developed the Veterans' Education Network (VEN) Advising Manual
- Oversee the North Adult Learner Open House
- Attend monthly Rotary & Chamber Events
- Coordinate the distribution & collection of the Point-of-Service Surveys at North
- Present the Student Speaker at the Commencement Ceremony
- Will oversee the Transition of Career & Employment, Counseling, and Deans office to the new Student Services Building
- Assist with the triage and academic advising processes during the peak registration months
- Oversee the renewal of Shared Counselor contracts with our area Superintendents
- Oversaw the formation of the North SGA (Student Government Association)
- Serve as an LPC Certified Supervisor to 1 LPC Intern
- Attend weekly North PLT (Presidents Leadership Team) meetings
- Attend monthly North CLT (Campus Leadership Team) meetings
- Hold tri-weekly management team meetings
- Adjudicate traffic ticket appeals
- Administer Performance Reviews for 5 full-time personnel
- Supervise the hiring and release process for employees
- Serve as the Student Center Building Fire Marshal
- *Supervisor – Dr. Brook Zemel, Vice President of Student Development*
- *Supervisor – Dr. Laurel Williamson, Vice Chancellor of Learning & Student Success*

9/2006 – 7/2009

San Jacinto College –North Campus

Houston, Texas

Lead Counselor, Counseling & Advising Department

- Supervised staff and programming for 23 personnel (Counselors, Advisors/Recruiters, Part-Time Advisors & Administrative Support Staff)
- Oversaw a Counseling Center, Student Success Center and Disability Services Office Budgets (\$881,000)
- Supervised retention calling program to all North students on Academic Probation
- Coordinated the suspension appeals process for the campus
- Managed the Annual Unit Summary for the North Campus Counseling Center
- Oversaw and assisted with the New Student Orientation Process
- Coordinated the High School Counselor Updates at our area high schools
- Oversaw implementation of the G-Force Program at the area high schools
- Co-coordinated recruitment efforts in our community (shared responsibility with the Director of Recruiting Initiatives)
- Provided individual counseling
- Supervised Master's Interns
- Provided academic advising

- Held bi-weekly staff meetings
- Presented workshops (topics: time/stress management, being a successful student, test-taking strategies, test anxiety, note-taking tips, textbook reading tips)
- Supervised the Banner Training (related to advising students) & General Academic Advising training for all Counselors, Advisor/Recruiters and Part-Time Advisors
- Coordinated efforts to cross-train 1 Enrollment Services staff member to provide general advising to International Students
- Administered Performance Reviews for 13 full-time personnel
- Coordinated Combined Hiring Committees for Shared Counselors with our Feeder High School Principals
- Supervised the hiring and release process for all Counseling employees
- *Supervisor – Dr. Robert Vela, Dean of Student Development (through August 2008)*
- *Supervisor – Amy Ammerman, Interim Dean of Student Development (through 7/2009)*

2001 – 2006

**San Jacinto College –North Campus
Counselor - LPC**

Houston, Texas

- Provided individual counseling
- Coordinated New Student Bi-Lingual & Family Orientation
- Directed the Gator Guidance Mentoring Program between faculty/staff and students
- Provided academic advising
- Supervised Masters Interns
- Served as Temporary Special Populations/Disabilities Counselor for 3 months
- Started a women’s student support group & a returning adult student support group
- Started a financial planning symposium for students and the community
- Served as a Campus Liaison for Dress for Success
- Presented workshops (Time & Stress Management, Being a Successful Student, Test-Taking Tips, Test Anxiety, Note-Taking Tips, Textbook Reading Tips)
- *Supervisor – Dr. Robert Vela, Dean of Student Development*

2001 – 2002

**Bo’s Place
Group Co-Facilitator - Volunteer**

Houston, Texas

- Co-facilitated grief support groups for parents and their children
- Met twice a month for dinner and a group session, which also included consultation with my co-facilitator and post-group debriefing sessions for all volunteers.
- Supervisors - Ms. Khris Ford, Ms. Patsy Scardino, Ms. Amber Mollhagen, and Mr. David Dent

1998 – 2001

**Moody Rambin Interests
Administrative Assistant**

Houston, Texas

- Handled the property management needs for tenants at the Timmons & Buffalo Speedway management offices
- Processed all purchasing requests
- *Supervisors – Ms. Jo Wyatt and Nancy Rae Smith*

CAMPUS COMMITTEE AFFILIATIONS

San Antonio College
 2022 College Executive Team (CET)
 2022 College Curriculum Committee (ex-officio)

San Jacinto College

- 2021 Developing Empathy with Students in Student Services, Presenter
- 2020-2022 Developing Empathy with Students in Instruction, Presenter
- 2016-2022 Annual trainer on student conduct topics, Dean & Department Chair Academy
- 2016-2022 District Trainer of Instructional Deans & Department Chairs
- 2010 Late Registration Work Group, Chair
- 2010 Student Contact Taskforce
- 2010 HigherOne Cards/Refunds Committee
- 2010 President's & Campus Leadership Teams
- 2010 New Student Services Building Committee
- 2010 African-American Read-In Participant
- 2010 North Student Success Center Transition (*Soon to be a formal committee*)
- 2010 Student Contact Taskforce
- 2010 "Understanding Haiti: A Panel Discussion" Planning Committee
- 2009 District Student Affairs Council
- 2009 Achieving the Dream Core Team
- 2009 Report Users Group
- 2009 North Student Affairs Committee
- 2009 North Instructional Affairs Council
- 2009 Veteran Services Taskforce
- 2009 Texas Academic Decathlon Volunteer
- 2009 TRIO SSS Grant Submission, Reader
- 2009 6,000+ Celebration Planning Committee
- 2009 Orientation Taskforce
- 2004 North Curriculum Sub-Committee
- 2004-2009 Cosmetology Advisory Board
- 2004-2009 Paralegal Advisory Board
- 2004-2009 Culinary Arts Advisory Board
- 2004-2009 LVN Advisory Board
- 2004-2009 Medical Assisting Advisory Board
- 2004-2009 Health Information Management Advisor Board
- 2004-2007 Criminal Justice Advisory Board
- 2004-2008 North Professional Development Committee
- 2003-2004 Grief Support Group, Facilitator
- 2002-2003 LGBTQ Support Group, Facilitator

EDUCATION & LICENSURE

Licensed Professional Counselor

License # 18687, January 2004 – March 2022

Texas

University of Houston-Main Campus

Educational Psychology Department

Master's of Education in Counseling Psychology, Graduated May 2001

Houston, Texas

University of Saint Thomas

Bachelor of Arts in Psychology, Graduated May 1998

Houston, Texas

HONORS & AWARDS

- 2019 San Jacinto College Monument Award, Courseleaf Catalog Project Team (team responsible for bringing the Catalog and Student Handbook into one online source where all changes are captured once)
- 2003 NISOD (National Institute of Staff & Organizational Development) Excellence Award
- 2002 "Above & Beyond" Award from SJCN Student Success Division

REFERENCES

Dr. Robert Vela, Texas A&M, Kingsville, President
and San Antonio College, Former President
210-373-5149

Dr. Stella Lovato, Interim Vice President, Academic Success
and Vice President, College Services
San Antonio College
210-486-0936
slovato@alamo.edu

Joanna Zimmermann, Associate Vice Chancellor of Student Services
San Jacinto College
281-478-1863
joanna.zimmermann@sjcd.edu

Martha Robertson, Associate Vice Chancellor, Center for Teaching & Learning
San Jacinto College
713-754-8409
martha.robertson@sjcd.edu