**JOYCELYN M. GROOT**

**Home:**  **Work:**

2214 Timberwood 11460 Warner Ave.

Irvine, CA 92620 Fountain Valley, CA 92708

(714) 742-8475 (714) 241-6161

**SUMMARY OF QUALIFICATIONS**

Educational Manager with unique background combining program management with immense knowledge of the community college and military education systems. Adept at taking projects from concept through implementation. Consistently achieve high performance through leadership and cohesive team building. Extensive instructional services, student services, and program operations experience. Visionary.

**EDUCATION**

Argosy University, Orange County CA 2011

Masters of Arts Degree: Educational Leadership

National University, Irvine CA

Bachelor of Arts Degree: Business Administration 1990

Orange Coast College, Costa Mesa CA

Associate in Arts Degree: Liberal Arts 1982

**PROFESSONAL EXPERIENCE**

Coastline Community College, Fountain Valley CA

Dean, Contract Education Program 2009-Present

Director, Military & Corporate Contract Education and Operations 1999-2009

* Oversee contract education, enterprise programs for the college that includes military, international and workforce education programs.
* Responsible for the instructional delivery of courses and programs.
* Identify and oversee the development and preparation of educational proposals, contracts and grants.
* Liaison and spokesperson with the military and corporate communities; establish and maintain partnerships.
* Identify, develop and implement new programs and services.
* Oversee student support services, marketing and outreach and instructional services for contract education programs.
* Oversee a 6-person management team, 40 employees, and 26 site representatives located nationwide.
* Oversee the selection of faculty and trainers for contract education programs and services.
* Oversee National Testing Centers located nationwide.
* Oversee student management systems and reporting requirements for student systems and contract compliance.
  + *Achievements:*
* Military student enrollments increased nearly 200%).
* Graduate rates doubled nearly every year.
* Contract education revenue increased from $1.2 million to over $10 million.
* Coastline’s Military Contract Education Programs received the following:
  + 2009 Council of College and Military Educators (CCME) Institution Award
  + Top 20 Military-Friendly Colleges and University Honorees (4 consecutive years)
  + 2008 Outstanding Sales Performance at California Economic and Workforce Development Conference
  + 2008 Innovative Technology Council Award for Outstanding Technical Support and Service
* Implemented new District Student Management System for all military programs.

Community Development Specialist August 1996-1999

Coastline Community College, Student Services and Economic Development

• Coordinate the preparation of proposals, contracts and grants

• Enrollment management and research; responsible for 320 apportionment report for the college

* Student marketing and outreach

• Preparation and planning of department budgets

Division Office Coordinator 1989-1996

Orange Coast College (OCC), Physical Education & Athletics Division

• Office management and liaison for students, faculty, and administration

• Instructor and facility scheduling

* Personnel & payroll for division faculty and staff

• Perform a wide variety of complex clerical work

• Hire and supervise office assistants

Adjunct Faculty/Advisor 1991-1998

Orange Coast College (OCC), Physical Education & Athletics Division

• Instructor and Coach to the OCC Pep Squad (Course Physical Education 222)

• Oversee the OCC Cheer and Dance Team athletes and coaching staff; average 45 students each year

• Oversee the annual instructional camp

* Coordinate and oversee travel to out-of-state competitions

• Oversee annual fundraising and planning for national competition each winter

• Student-athlete outreach and recruitment

• Develop and oversee budget

• Coordinate participation in the following programs through ASOCC which relate to the interests of administration, faculty, staff, students, and community: Coast Days, Homecoming, Scholarship Event, and Senior Day.

* + - *Achievements:*
    - Five-Time National Collegiate Championship Titles
    - Established community contacts for successful fundraising

**PUBLICATIONS & PRESENTATIONS**

* Presenter - DoD Worldwide Conference, Air Force Education Program, General Education Mobile, July 2009
* Presenter – Council of College and Military Educators Annual Conference, Best Practices in Military Education, February 2010
* Presenter – Florida Association of College and Military Educators Annual Conference, Best Practices in Military Education, May 2011

**HONORS & AFFILIATIONS**

• 2007-2013 Council of College and Military Educators (CCME) Executive Board Member; Current Vice President; President in 2013

* 2008-2011 ACE AARTS/SMART Advisory Committee
* 2007 Coastline Community College Manager of the Year
* Member, Association of Community and Continuing Education
* Member, U.S. Army Southern California Army Advisory Council
* Advisory Member, California Community College Workforce Development
* Recipient of $10,000 Collegiate Scholarship Awards

• Coast District Committee Memberships include Project Voyager, Marketing & Recruiting, Program Review,

Research, Child Care, Shared Governance, Scholarship Awards, Hiring Committees and Accreditation.

• Chairperson for 1988 United Way Campaign

• National Racquetball Award Recipient