

VITA
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SUMMARY

In the 37 years I have been employed at San Antonio College, I have never had what might be identified as a "normal" faculty workload. I have worked as an adjunct evening instructor, a full time faculty member who coached the speech team, a department chair of a dynamic and complex department, Director of Planning and Evaluation, Director of Planning and Budget, Chief Financial Officer of the College, and recently I've been named the Capitol Improvements IV Bond Campus Construction Liaison. My career has always consisted of working to make things better. I have always been one to get involved and seek solutions. I have a record of providing leadership in many different venues: teacher, coach, chair, faculty leader, and for the past 12 years, in an administrator capacity. I also have a record of getting things done. My overarching professional goal has always been to support San Antonio College's mission of "Responsive Education Through Excellence, Accessibility, and Diversity."

My activities over the years have provided me with plethora of experiences in institutional effectiveness (Planning, Budgeting, Human Resources, and Research), fiscal management, data-based decision making, facilities development and support, outreach, and technology as well as interactions with colleagues throughout the college, district, community, and nation. Because of my wide range of experiences, my knowledge of college and district systems, and working relationships with individuals in all areas and at all levels of the college and district, coupled with a long close working relationship with our President, Dr. Bob Zeigler, I feel fully qualified to continue to make meaningful contributions to San Antonio College and the ACCD as Vice President of College Services.

EDUCATION

Post Graduate Hours: Southwest Texas State University and University of Texas at Austin, 1979 - 1982

MA: Rhetoric and Public Address, Eastern Illinois University, 1969

Master's Thesis: "The Effects of Listening and Scholastic Ability Upon Listening Retention"

B.S. in Education: Major Speech, Minor English, Eastern Illinois University, 1968

MILITARY EXPERIENCE

Sergeant, United States Air Force	1969 - 1973
Military assignments:	
Defense Language Institute, English Language Branch - Lackland AFB, Texas - Instructor - Taught English as a Foreign Language to Vietnamese Officers	1969 - 1971
Basic Training Proficiency Squadron - Lackland AFB, Texas - Instructor - Taught remedial reading to basic trainees	1971 - 1973

ADMINISTRATIVE EXPERIENCE

San Antonio College, San Antonio, Texas
Capitol Improvements Project Liaison
February 2006 - Present

In addition to the duties listed as Chief Financial Officer of the College, Capitol Improvements Project Liaison duties include:

- Overseeing the use of \$79 million assigned to San Antonio College for the construction of a Nursing/Allied Health building, an Academic Complex, a parking garage, as well as renovation of the Moody Learning Center, the old Nursing Building into a Student Success Center, and the Nail Technical Building.
- Representing the college president in interactions with ACCD District personnel as well as the Program Managers, Facilities Planners, Contractors, and Architects assigned to San Antonio College's portion of the \$450 million bond monies approved by voters for ACCD construction projects.
- Coordinating with and working with building user groups specific to each project.
- Attending all meetings with any or all of the participants listed above.
- Gaining knowledge consistent with construction projects and furniture, fixtures, and equipment (FF&E) needs of this magnitude.

San Antonio College, San Antonio, Texas
Chief Financial Officer of the College
August 2003 - Present

In addition to the duties as functional Director of the Office of Institutional Effectiveness, Chief Financial Officer of the College duties include:

- Providing financial forecasting and analysis.
- Monitoring the overall financial health of the college.
- Establishing and maintaining appropriate systems (analytical tools, information systems and models or projections of cost behavior) and policies to ensure effective and efficient management of resources.
- Formulating creative solutions to enhance cost effectiveness and efficiency in the delivery of services through out the college.
- Designing and implementing processes to give managers the necessary financial data to make decisions and monitor performance.
- Recommending financial discipline/guidelines and controls to key players.
- Supporting the President, Vice President, Deans, Directors and Coordinators in the execution of their functions.
- Advising the President pertaining to matters that have strategic and financial implications.
- Overseeing of the Human Resources component of the college budget.
- Evaluating and providing budget managers at all levels information concerning personnel decisions regarding budget impact.
- Overseeing the individual responsible for accurate entry of PeopleLink requisitions and subsequent development of PARs consistent with requirements from the Department of Human Resources.
- Pro-actively participating in strategic and operational planning and ensures that fiscal planning is effectively integrated with unit, division, and college plans.
- Working with appropriate parties to develop an effective budgeting process for the college.
- Working with appropriate parties to develop, execute, and communicate the college's overall financial strategy to all stakeholders.
- Establishing and maintaining an effective interface with District Fiscal Affairs.
- Participating in the initial development, subsequent roll-out, and continued used of the Banner Financial System.

San Antonio College, San Antonio, Texas
Serve in the Functional Capacity as Director of the Office of Institutional Effectiveness
June 2000 - Present

In addition to the duties as Director of Planning and Budget, the Director of the Office of Institutional Effectiveness duties include:

- Overseeing the primary components of the Institutional Effectiveness Office: Budget, Research, and Planning.
- Providing employee evaluations of two senior research specialists and the Coordinator of Research.
- Overseeing the college's roll out of TracDat, an Institutional Effectiveness college wide planning software.
- Participating in the training of individuals across the college using TracDat.
- Representing the Office of Institutional Effectiveness on various college and District committees.

San Antonio College, San Antonio, Texas
Director of Planning and Budget
June 2000 - July 2003

In addition to the duties as Director of Planning and Evaluation, the Director of Planning and Budget duties included:

- Participate as an ex officio member of the Institutional Effectiveness Steering Committee
- Develop the agenda, take meeting notes, and publish meeting notes of the Institutional Effectiveness Steering Committee
- Develop planning and evaluation procedures
- Develop and conduct appropriate planning workshops for all units
- Prepare appropriate summary documents to assist Deans with their division planning
- Work with Institutional Research in the development of systems for collecting data from the units and Deans related to the college strategic objectives.
- Coordinate with Institutional Research in the gathering of information used to prepare, publish and distribute the end of the year P.A.R. (Progress and Achievements Report)
- Serve as a college representative on the District Strategic Planning Committee
- Serve as a college representative on the District Strategic Planning Executive Committee
- Serve as a member of the college's SACS accreditation reaffirmation Leadership Team
- Act as College Accreditation Liaison to the Southern Association of Colleges and Schools
- Serve as the college representative on the District Budget Team
- Act as college liaison with the District Budget Office
- Work with budget managers across the college to prepare our annual budget request
- Work with budget managers to allocate the college's allocation
- Monitor the budget
- Provide regular reports on budget status to the President, Executive Vice President, Deans, Directors, Coordinators and various college committees
- Provide budget projections to those listed above
- Coordinate the tracking of Personnel Action Forms for all personnel actions
- Review all PARs generated by the college
- Interact with District Office of Human Resources to verify accuracy in PARs submitted for processing
- Monitor expenditure of high and low technology funds
- Complete budget transfers as requested by budget managers and the District Budget office
- Coordinate the tracking of college FTEs
- Monitor and provide regular reports on temporary employee expenses
- Coordinate establishment of new accounts and new budget managers
- Provide training for new budget managers
- Provide refresher training for current budget managers

HIGHLIGHTED ACTIVITIES WHILE DIRECTOR OF PLANNING AND BUDGET

- ✓ Prepared a substantive change prospectus for the Northeast Campus which was submitted to the Southern Association and approved.
- ✓ Developed a streamlined system which enables budget managers to have quick turnaround of budget adjustment requests
- ✓ Developed the first comprehensive list of recurring expenses
- ✓ Developed the first allocation priorities list

- ✓ Prepared an extensive analysis of expenditures for adjunct faculty
- ✓ Developed the “shared drive” process where departments can obtain “read only” Excel spreadsheets with planning and budget information as well as a place to store their unit information. These spreadsheets can then be uploaded to a computer in the IE office for developing the college plan and for budget development purposes.
- ✓ Developed the allocation priority list which will enable the college to better budget and manage the budget.
- ✓ Developed the system to provide daily division specific enrollment reports during registration for each semester. These reports are published to the Web for all department chairs and deans.
- ✓ Provided a list of low enrollment classes and a running percentage of low enrollment classes compared to total classes
- ✓ Prepared our Fifth Year Report for the Southern Association of Colleges and Schools. This report was required by SACS as a follow-up to our 1997 report
- ✓ Completed a response to the Department of Human Services addressing San Antonio College’s ADA compliance
- ✓ Worked with the chair of the Program Review Committee to revise the Program Review Manuals for both academic and student service units. The new process has units completing program review each year with a summary report developed every five years. This report is reviewed by the college Program Review Committee
- ✓ Worked with the Deans to develop the core measures as part of the Program Review Process
- ✓ Initially proposed time lines for development of the annual District budget in 1992. These were resurrected in 2000 and adopted by the board.
- ✓ Spearheaded a data warehouse project that has been launched as a major part of Title V funding activities. The initial project activity was done with Dr. Emily Dibble, Manager of Institutional Research and Effectiveness.
- ✓ Coordinated data collection and conceptualized an electronic method of reporting the information which fulfilled the college’s part of the Rylander Texas School Performance Review of the ACCD.

San Antonio College, San Antonio, Texas
Director of Planning and Evaluation
August 1996 - June 2000

The Director of Planning and Evaluation duties included:

- Coordinating all Planning Council Activities
- Chairing the College Planning Council
- Developing planning and evaluation procedures
- Developing and conducting appropriate planning workshops for all units
- Preparing appropriate summary documents to assist Deans in their division planning
- Working with Unit Managers (Deans, Department Chairs, Directors, Coordinators, etc.) in developing the various components of the unit plan: Unit Evaluation, Annual and Ongoing Objectives, annual action plans, and costing out the objectives.
- Working with the College Planning Council, subsequently the Institutional Effectiveness Steering Committee, to prepare, print, and distribute the annual Comprehensive College Plan
- Gathering the necessary information to prepare, publish and distribute the end of the year P.A.R. (Progress and Achievements Report).
- Working with Institutional Research in developing a system for collecting data from the units and Deans related to the college strategic objectives.
- Acting as liaison with planning components in other colleges in the District and the District offices.
- Serving as a college representative on the District Strategic Planning Team
- Providing information to internal and external entities

- Developing an indexing system linking institutional achievements with SACS Criteria for ongoing preparation for the next reaffirmation self study
- Presenting workshops and providing assistance to other institutions in their developing a planning process which is linked to budgeting

HIGHLIGHTED ACTIVITIES WHILE DIRECTOR OF PLANNING AND EVALUATION

- ✓ Created and maintain an extensive web site which supports institutional effectiveness.
- ✓ Developed a data warehouse in Access and publish the results in PDF files to the web so departments can see enrollment and other data from 1993 to the present.
- ✓ Worked with the Deans to develop the core measures as part of the Program Review Process.
- ✓ Proposed and facilitated the comprehensive Institutional Effectiveness Plan that resulted in a report which cleared the college of the last five recommendations from the 1995 SACS site visit and removed the college from "Notice" status. Traveled with Dr. Zeigler, Dr. Hyde, and Dean Larson to Ashville, NC to successfully defend our Institutional Effectiveness Plan to a Southern Association Committee.
- ✓ Developed the format for the published college plan which not only has unit action plans which address college objectives but also has a place for units to list ongoing activities. The future published plan will have unit specific action plans as well.
- ✓ Developed the first Progress and Achievements Report which identifies status of college objectives as well as provides a place for departments and units to list unanticipated activities.
- ✓ Developed the documents that are used by departments for both addressing college objectives and department specific objectives
- ✓ Developed the "Syllabus Project" providing, on the web, departmental syllabi which can be used by students to get a sense of requirements for a class before they register for the class or before the class begins
- ✓ Eliminated the need for paper budget summary sheets by developing a system of publishing the reports to the web; worked with District to have the reports run weekly, rather than monthly, so budget managers could keep up with their expenditures
- ✓ Scanned all policies of the district, indexed them, and published the list with links to the policies on the web
- ✓ Implemented the publishing of the college catalog on the web for the first time in 2000, which is indexed and searchable
- ✓ Proposed the establishment of the Institutional Effectiveness Steering Committee which replaced the planning committee and which comprehensively monitors the college's IE
- ✓ Invited by Palo Alto College to provide leadership in addressing deficiencies in their planning process for their response to SACS. Prepared a "Fix It" guide using the same Institutional Effectiveness system used at SAC. PAC completely revamped their planning process, prepared reports from every academic unit and in less than two months prepared and delivered their comprehensive response to the SACS recommendations. PAC was removed from "warning" status at the December meeting of the Southern Association.

San Antonio College, San Antonio, Texas
Chair of the Theatre and Communication Department
September 1983 - August 1996

Chair responsibilities included providing leadership and fulfilling administrative responsibilities necessary to sustaining the dynamic and varied department activities as well as representing the department to the college, ACCD District, and community.

- Hired and evaluated full time and adjunct faculty and staff

- Prepared and managed four budgets yearly for the McAllister Auditorium, the McCreless Theatre, the Forensics Team, and the main department budget
- Oversaw the operation of the McCreless Theatre and the McAllister Auditorium
- Performed curriculum review and over-site of 27 different courses in Speech, Drama, and American Sign Language.
- Developed and coordinated the schedule of classes each semester.
- Oversaw the production and presentation of four Theatre productions each year.
- Managed the Ron Lucke Theatre and Communication Scholarship Fund and coordinated disbursement of the funds
- Guided the department through two program reviews

HIGHLIGHTED ACTIVITIES AS CHAIR

- ✓ Sustained and nurtured the ASL program, for almost 10 years, until the hiring of Chancellor Ramsay which resulted in the establishment of the ITPD department, one of the fastest growing departments at SAC. The ASL program grew from two beginning classes to a full complement of classes on four competency levels. Over 260 students were enrolled in the four levels of classes when Dr. Ramsay proposed starting an Interpreter Training Program in the District
- ✓ Developed a system of revenue generation and allocation which grew the Ron Lucke Scholarship Account with the ultimate goal of it becoming an endowed scholarship.
- ✓ Significantly expanded the number of performances of our annual children's show allowing more elementary school children to have a theatre experience
- ✓ Participated as an active member of the User Group Committee for the CIP III project related to the renovation of the McAllister Building, including the auditorium. Participated in the initial design stage and monitored construction and renovation of the building
- ✓ Established the multi-year revenue account for the McAllister Auditorium which uses rental fees for maintenance and upkeep
- ✓ Initiated "Faculty Night at the Theatre," later changed to "Employee Night at the Theatre." This was an opportunity for employees and their "significant others" to attend a theatre production presented by the department followed by a reception at the Koehler House
- ✓ Initiated the "Faculty Dinner Theatre." This was the first production of the year which was preceded by a spaghetti dinner. The productions were developed by and performed by the faculty in the department. All proceeds went to the Ron Lucke Theatre and Communication Scholarship Fund
- ✓ Developed an extensive community mailing list used for promoting our drama productions

San Antonio College, San Antonio, Texas
Acting Dean of Arts and Sciences
December, 1987

San Antonio College, San Antonio, Texas
Acting Chair of the Theatre and Communication Department
June, 1982 to September, 1983

San Antonio College, San Antonio, Texas
Acting Chair of the Theatre and Communication Department
May - August, 1980

San Antonio College, San Antonio, Texas
Acting Chair of the Theatre and Communication Department
March - August, 1979

TEACHING EXPERIENCE

**San Antonio College, San Antonio, Texas
Tenure Track Faculty and Tenured Faculty
January 1974 to Present**

- Taught the following courses: Fundamentals of Speech (still teaching), Business and Professional Speech, Argument and Debate [Also named "Debate, An Alternative to Violence], Oral Interpretation
- Developed the initial course syllabus for a course titled "Small Group Discussion"
- Developed a syllabus for a course in Listening
- Worked with Allan Ross in developing evaluation procedures and a course syllabus for a proposed Speech 301F - "Voice and Diction for Non-Native Speakers of English" (A variation of this course is still being taught.)

**San Antonio College, San Antonio, Texas
Director of Forensics
January 1974 - September 1983**

Director of Forensics included:

- Initial contact with and interesting students in participating in Forensics.
- Helping students, some years as many as 20, in choosing material or developing material for contests in speech and oral interpretation as well as debate.
- Coaching students in presentation skills in the above areas
- Taking students to 8 - 10 tournaments each year. Tournaments were attended throughout the state of Texas, Oklahoma, Louisiana, Missouri, Kansas, and Illinois. Traveled to national tournaments in Michigan and California.
- Chaperoning students for the two or three days of the tournament
- Fulfilling judging responsibilities at the various tournaments

HIGHLIGHTED ACTIVITIES WHILE DIRECTOR OF FORENSICS

- ✓ Local host for an annual invitational speech tournament here at SAC. Colleges and Universities from Texas, Louisiana, Oklahoma and New Mexico attended 1975 - 1978
- ✓ Local host for the 1976 Bicentennial Youth Debates Regional Tournament 1976
- ✓ Local host for the Annual Phi Rho Pi Speech Tournament and Convention. This tournament was attended by 76 community colleges with over 500 participants. 1983

**San Antonio College, San Antonio, Texas
Adjunct Instructor
January 1970 to December 1973**

Taught the Fundamentals of Speech 305 course 1970 - 1974

HONORS

- Awarded the Joint Services Commendation Medal for work as an instructor at the Defense Language School, English Language Branch at Lackland AFB, San Antonio, Texas 1970
- Awarded the Faculty Service Excellence Award for service 1994 - 1995
- Awarded the Teaching Excellence Award from NISOD. 1995

SERVICE TO THE COLLEGE AND DISTRICT

- Working with faculty and staff in the McAllister and McCreless buildings and with the administration, I identified the need for greater attention to be paid to the cleanliness of the buildings. As a result of this effort which was brought to the attention of the Chancellor, a contract was made with a maintenance company which did a “blitz clean” of the entire college over one weekend. After a new Director of Facilities was hired the system of assigning and monitoring maintenance and custodial workers was modified. 1989
- Established and chaired the “Mundane but Important Committee” 1989 - 1990
- Elected for two terms on the Faculty Senate 1990 - 1996
- ✓ **Secretary of the Senate** 1991 - 1993
 HIGHLIGHTED ACCOMPLISHMENTS AS SECRETARY
 - ▶ Created the first SACFAC listserv which contained the email addresses of all the faculty at SAC. Using the list, faculty were kept informed of activities and decisions of the Faculty Senate, The Chancellors Counsel, President’s Cabinet, Board Meetings, and any other meetings attended.
 - ▶ Resurrected a faculty publication called Between Us. The publication contained notes from each Senate meeting. A copy was printed and distributed to full time and adjunct faculty once a month.
 - ▶ Initially proposed in 1992, time lines for district budget development. These time lines were resurrected in 2000 and adopted by the Board of Trustees.
 - ▶ Recommended and received approval from the Interim Chancellor Doug Harlan, to set up multi-year revenue accounts for the McAllister Auditorium, the game tables for Student Activities, and to collect revenue for ads sold in the Ranger.
- ✓ **Vice-Chair of the Senate** 1993 - 1994
 HIGHLIGHTED ACCOMPLISHMENTS AS VICE-CHAIR
 - ▶ Continued Between Us and moved to distribution via email.
- ✓ **Chair of the Senate** 1994 - 1995
 HIGHLIGHTED ACCOMPLISHMENTS AS SENATE CHAIR
 - ▶ Recommended review of the District’s budget allocation formula which resulted in headcount being included and gaining \$450,000 for SAC in FY94
 - ▶ Initiated revision of the Placement and Advancement on the Salary Schedule Procedure...particularly recognizing MFAs as a terminal degree [The official acceptance of the MFA as a terminal degree occurred after my time with the Senate.]
 - ▶ Initiated “Dessert and Dialog” to provide an opportunity to meet with members of the Board on a social basis
 - ▶ Successfully responded to Board Member Michael Rodriguez’s attempt to dissolve the Senate because of his unhappiness with the results of a faculty evaluation of administrator’s survey conducted by the Senate. The letter I wrote in response to his letter to me was distributed to all board members and electronically published on SACALL, as recommended by the Senate. Response to my letter was overwhelmingly positive from SAC faculty as well as faculty at the other colleges.
 - ▶ Responsible for the creation of the Chair’s Council while on the Chancellor’s Council.
 - ▶ Participated in the early meeting which established the by-laws for the Chair’s Council.
 - ▶ Initiated the first “Super Senate” meetings where the Faculty Senates from the three campuses met as one body. This allowed for joint deliberation of district wide issues.
 - ▶ Proposed and established time lines for the Senate to take on the responsibility for faculty related activities like the Piper Professor nomination
- Served as a San Antonio College Graduation Marshal 1997 - Present
- Own and maintain listservs for: District Research Committee, Institutional Effectiveness Steering Committee, Vision 2020 Committee, and the Focus Group Committee 1997 - Present
- Created and maintain the following Web sites:
 - ✓ Minutes of the College Academic Council (Note taker at the council meetings and publish those notes to the web) - <http://www.accd.edu/sac/instplan/counsel/homepage.htm>;

- ✓ Minutes of the Institutional Effectiveness Steering Committee (Note taker at the meetings and publish those notes to the web) - <http://www.accd.edu/sac/instplan/MINUTES/Minlist.htm>;
- ✓ Policies and Procedures (All District policies and procedures as well as all college policies and procedures have been scanned, indexed and published to the web) - <http://www.accd.edu/sac/instplan/PoliciesAndProcedures/PoliciesAndProceduresHomePage.htm>;
- ✓ Program Review - <http://www.accd.edu/sac/instplan/ProgramReview/ProgramReviewHomePage.html>;
- ✓ Planning - <http://www.accd.edu/sac/instplan/planning.htm>;
- ✓ Budget - <http://www.accd.edu/sac/instplan/Budget.htm>;
- ✓ Syllabi (Departmental syllabi have been collected from almost all academic departments, indexed and provided to assist students enrolling at the college) - <http://www.accd.edu/sac/instplan/Syllabi/SyllabiLinkPage.htm>;
- ✓ College Catalog (The full college catalog has been published to the web. The catalog is indexed with links to the indexed sections.) - <http://www.accd.edu/sac/instplan/collegecatalog/SAC02-03Bulletin.pdf>;
- ✓ Enrollment Monitoring - <http://www.accd.edu/sac/instplan/PLANNING/Unitlist.htm>;
- ✓ Enrollment and Scheduling reports back to 1989 - <http://www.accd.edu/sac/instplan/PLANNING/Unitlist.htm> 1995 - Present
- Super Quiz moderator at the SAC hosted Academic Decathlon 1998 - 2002, 2004 - 2006
- Sang in the SAC Employee Choir 1997 - 2002
- On and off screen narrator on the SAC 75th celebration video 2000
- Narrator for the San Pedro Park History Video, SAC 75th Celebration 2000
- Local host for the international Summer Institute for Institutional Effectiveness and Student Success sponsored by the Consortium for Community College Development from the University of Michigan 1999
- Developed and recorded an hour long video for the Nursing Department to provide training for students enrolled in speech intensive Nursing courses 1993
- Recorded the first generation of the ACCD telephone registration system 1992
- Local Coordinator of the National Phi Rho Pi Conference and Tournament 1983
- Local Coordinator for Regional Competition Bicentennial Youth Debates 1976

PROFESSIONAL MEMBERSHIPS

- Texas Community College Teachers Association 1974 - Present

REPORTS, PAPERS, PUBLICATIONS AND PRESENTATIONS

- Presented “Put Some ZIP in Your Lectures” to new and current faculty as part of the Murguia Learning Institute, spring and fall 2006
- At least twice a year, present an Historical Walking Tour of the SAC campus to all interested in learning some of SAC’s history. 1999 - Present
- “Academic Program Review,” Co-authored with Professor Gerald Busald ERIC Data Base #ED 443 457 2001
- “Student Support Program Review,” Co-authored with Professor Gerald Busald ERIC Data Base #ED 443 453 2001
- Conference presenter at NISOD, Austin, TX: “An Institutional Effectiveness Plan in a Can” 2000
- Conference presenter at The Consortium for Community College Development, Summer Institute for Institutional Effectiveness and Student Success, Portland, Oregon: “An Institutional Effectiveness Plan in a Can” 2000

- Conference presenter at the National Institute for Staff and Organizational Development (NISOD) Conference, Austin, Texas (NISOD):
“Why Does Planning Fall Apart?” 1999
- “Blue Print for an Institutional Effectiveness Plan” Presented to the President and EVP of San Antonio College 1999
- San Antonio College Adjunct Faculty Conference Presenter: “Faculty and Student Electronic Communication” 1998
- Compiled and published for members of the Planning Council, 28 issues of the “Strategic Planning Digest”, in hard copy and on the Web 1997 - 1998
- Conference presenter at The Consortium for Community College Development, Summer Institute for Institutional Effectiveness and Student Success: “Sure...Strategic Planning is Important! So How the Heck Do You Get Started,” Phoenix, Arizona 1997
- Conference presenter at National Council for Staff, Program, and Organizational Development, San Diego, California, “Why Do Plans ‘Fall Apart?’” 1997
- Presented a concurrent session entitled “Managing Change and Resistance to Change,” with SAC President Ruth Burgos-Sasscer and Professor Jo-Carol Fabianke at the National Institute for Staff and Organizational
- Presented “Put Some ZIP in your Lectures” to adjunct faculty at Palo Alto College 1996
- Presentor at the SAC Staff Employee Day, “An Introduction to Banner Financial” (This was presented District wide eight times in the summer Development (NISOD) Conference, Austin, Texas 1995
1994
- Major reviewer for the 2nd edition of the speech text being used in Speech 305: Understanding and Sharing, Pearson and Nelson 1988
- Co-wrote, with Professor Gary Smith, “Verne’s Voyage Realized - From the Earth to the Moon,” and directed the faculty production. 1987
- Adapted Greg Howard’s comic strip “Sally Forth” for stage and directed the faculty production 1986
- Reviewer of Linda and Dick Heun’s Public Speaking textbook 1986
- Wrote a paper outlining the need for including a speech class in all degree plans to meet the oral competency requirement in the SACS Criteria for Accreditation. 1985
- Adapted Ray Bradbury’s novel, Dandelion Wine, for stage; Directed the full length production 1981
- Co-wrote and presented a paper entitled “Dialect Deletion,” with Professor Allan Ross, at the National Speech Communication Association Conference in St. Louis, MO 1980
- Major reviewer for the text: People to People, Jack G. McAuley 1979

COMMITTEE SERVICE

- Member of the Vice Chancellor for Administration Screening Committee (Translated to a member in absentia when diagnosed with Lymphoma) 2006 - 2007
2007 - Present
- Member of the “Achieving the Dream” District Data Team 2004 - 2005
- Member of the “Achieving the Dream” SAC Data Team 2004 - 2005
- Member of the Banner/Titan “Financial Implementation Team” 2004 - 2005
- Member of the SACS accreditation reaffirmation Leadership Team 2002 - 2006
- Member of the District Research Committee 2001 - 2006
- Ad Hoc member of the SAC Program Review Committee 2000 - Present
- Member of the college’s Community College Bachelor’s Degree Committee 2001 - 2002
- President’s Budget Committee 2001 - 2002
- President’s Vision 2020 Committee 2000 - 2001
- Member of the President’s task force identifying Capital Improvement

- Projects IV for SAC 2001
- Member of the District Budget Team 1999 - Present
- Co-Chaired , with Dean Betty Larson and Dr. Emily Dibble, the Manager of Institutional Research and Effectiveness, the THECB Site Visit Steering Committee 1998 - 1999
- Ad Hoc member of the Institutional Effectiveness Steering Committee 1998 - 2006
- Chaired the SAC United Way Campaign 1998 and 1999
- Chaired an Ad Hoc District Committee which rewrote the District Strategic Plan. 1998 - 1999
- Initiated and chaired the District's first focus group project. The project received the chancellors support of \$17,000 to hire consultants to train folks from each of the colleges and the district in directing focus groups. Six focus groups were held and the results used to modify the District's strategic plan. 1997 - 1999
- Member of the Executive Committee of the District Strategic Planning Team 1996 - 2004

- Chaired the College Planning Committee 1995 - 1996
- Member of the College Planning Council/Committee 1991 - 1996
- Member of the Chair's Committee 1983 - 1995
- Member of a college wide committee which researched literature and compiled a comprehensive report related to student retention, chaired by Senate Chair, Professor B.J. Larson 1994
- Chaired the ACCD Vision and Mission Statement Committee 1994
- Chair of the "Placement and Advancement on the Salary Schedule" District committee. 1994
- President's Cabinet 1994 - 1996

- Member of the Chancellor's Council 1994 - 1995
- Member of the screening committee for the Dean of Arts and Sciences 1994 - 1995
- Member of the committee that reviewed and rewrote the Grievance Procedure for the district 1994 - 1995
- Member of the District Strategic Planning Team 1993 - 1995
- Local coordinator for the ACCD Foundation Board's "ACCD Family Holiday Celebration" held in the McAllister Auditorium 1993
- Member of a District wide committee studying a design for fair allocation of lab fees in the District 1992 - 1993
- Member of User group committee for Capital Improvement Projects III, McAllister Building 1989 - 1990
- Appointed by the Deputy Chancellor, Dr. Steve Mitchell, to coordinate SAC, SPC and PAC in inventorying educational activities as well as defining Activity Measures which would make these activities both measurable and meaningful 1993
- Member of the District Wide Committee on Quality Education 1992 - 1993
- Member of the Committee to select the Truman Scholarship nominees 1992 - 1993
- Member of the Chancellor Search Committee 1992
- Chaired SAC's Participation Committee in the Grand Reopening Celebration for the Remodeled McAllister Auditorium 1991
- Member of the College Curriculum Review and Evaluation Committee 1983 - 1990
- Member of the Development Advisory Committee 1989 - 1990
- Established and Chaired the Mundane but Important Committee. This group had building monitors across campus. They would report maintenance or custodial needs which was conveyed to the District Director of Facilities, Jack Pelleck 1989 - 1990
- Member of the Committee on Competencies 1987 - 1988
- Chair of the Departmental Search Committee for faculty 1981

- Member of the Departmental Promotion Committee 1977 - 1978
- Member of the Departmental Promotion Guidelines Committee 1977 - 1978

WORKSHOPS

- Conducted numerous workshops at the college and for the full District introducing Banner Financial to managers and initiators. 2005
- Conducted workshops, both large and small, related to planning and budgeting 1995 - Present
- Presented multiple workshops in the Instructional Innovation Center on use of ACCESS, Word Perfect, Eudora Email, and listservs 1997 - 2002
- Employee Development Conference presenter. Subjects presented: "Put Some Zip in your Lecture," Eudora Email, "Understanding the Budget" [Presented with Dr. Zeigler and Deans Larson and Hyde], "Banner: A First Look," "Banner: A Year Later" 1995 - Present

COMMUNITY SERVICE

- Member of the Churchill High School PTA 2003 - Present
- Alamo Heights United Methodist Church - Choir member 1978 - Present
- Chair of the AHUMC Scholarship Committee 1999 - Present
- Member of the AHUMC Scholarship Committee 1991 - Present
- Member of the AHUMC Memorials Committee, 1997 - Present
- Teacher - AHUMC Adult Sunday School Class (The Pilgrim Class) 1985 - Present
- Served, with Dr. Zeigler, on UTSA Downtown Campuses Curriculum Committee to help them develop programs to be partially or totally housed at their new campus. 1999 - 2000
- Served on the Advisory Committee for the development of the Edgewood ISD Performing Arts High School. 1999
- Presented training sessions for docents at the San Antonio Museum of Art 1993
- Member of the Administrative Board, Alamo Heights Methodist Church 1991 - 1994
- Teacher - AHUMC Young Single Adults Sunday School Class 1981 - 1985
- Treasurer for the Sunset Hills Elementary School PTA 1981 - 1982
- Moderator for a debate between Wagnor Carr, Past District Attorney for the State of Texas, and Houston Attorney James K. Nance on Initiative and Referendum: Hondo, TX 1980
- Founding member of the Board of Trustees and Secretary of the Board - Believers Fellowship Church, San Antonio, TX 1979 - 1980
- Chair of the Board of Trustees for San Antonio Christian Schools 1978 - 1979
- Secretary of the Board of Trustees for San Antonio Christian Schools 1977-1978, 1979-1980
- Member of the Board of Trustees for San Antonio Christian Schools, San Antonio, Texas 1975 - 1980
- Member of the Board of Elders - Grace Bible Church, San Antonio, Texas 1975 - 1978