

- Texas Higher Education Coordinating Board, Community College Vice President's for Student Services: College 101 in Blackboard
- Presented College 101 at TAACRO
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Association Memberships

- American College Counseling Association

Professional Presentations

- Collaborated with Dr. Chase Machen to present at 2016 University Advisor Counselor Network Conference

Languages

- English

Professional Development

- Supervision : Module 1 Introduction to Supervision Fall 2016
- Issues in Counselor Supervision
- Principles of Online Teaching Course
- Canvas 6 Hour Training
- Data & Decisions Academy, Student Success Through the Lens of Data, 2013
- 17th Annual Texas Higher Education Law Conference, 10.3 hours CEU
- Institute in Counselor Supervision, Part 1, 20 hours CEU
- Institute in Counselor Supervision, Part 11, 20 hours CEU
- Trauma-Impacted Children Thrive, 6 hours CEU Fall 2016
- Sexual Assaults on Campus in Today's Society, 3 hours CEU Fall 2015
- Sexual Abuse, Domestic & Minor Sex Trafficking , 3 hours CEU
- Counselor Ethics: Update from the State Boards, Texas and Oklahoma, 3 hours CEU
- Measuring Psychological Resilience: Scale of Protective Factors, 4 hours CEU
- Pharmacology, 3 hours CEU
- Relationship Stressors and Solutions, 6 hours CEU
- Texas State Board of Examiners of Professional Counselors Jurisprudence Exam, 2015
- DSM-V, What the Changes Mean, 6 hours CEU
- Mindfulness in Supervision, 3 hours CEU
- Counselor Ethics in Transition: Challenges & Tools, 3 hours CEU
- Good Mourning, 3 hours CEU
- Burnout Prevention, 3 hours CEU
- Ethics and Legal Issues, 3 hours CEU
- Quick Remap Certification, Mind-Body Emotional Regulation for Anxiety, Phobias, PTSD and Panic Attacks, 2012
- Emergency Mental Health Assessment and Treatment
- The Art of Psychodrama: Healing, Action, & Change, 6 hours CEU
- The 9th Annual Dr. Wayne A.Dixon Honorary Scholarship Workshop, 6.5 hours CEU

- Serve on the Uniform Recruit and Retention System Committee (URRS)
- Member, Crisis Management Team-Grayson College
- Serve on the Distance Learning Committee
- Member, Grayson College Care Team
- Serve on the Committee to plan and evaluate the implementation of the First Year Experience Class in Core Curriculum.
- Appointed to travel with the SACS team to Atlanta in December 2009
- Member of the Counseling Association Committee
- Member of the Academic Advising Committee
- Appointed by President of Grayson College: female Ombudsman
- Current member of GCC President appointed College Effectiveness Committee
- Appointed by the president of Grayson College as the campus 2000 United Way Representative
- Interview Committee's-Grayson College
- Recruitment Committee-Grayson College
- Self-Study Committee-Grayson College
- Affirmative Action Committee-Grayson College
- Member, Southern Association Committee-Grayson College
- Review Board for Academic Suspension-Grayson College
- Faculty Absent Leave Committee-Grayson College

Community Service

- Savoy I.S.D. Board of Trustee, Third Consecutive Term, 2016
- Advisory Board for Grayson College Child Development Program
- Serving as a member of Emergency Crisis Management teams for local high schools
- Associate member of Sherman Lions Club
- Annual supporter of United Way Campaign
- Participation in Ringing the Bell for Salvation Army during Christmas holidays
- Former Booster Club Member
- Former Assistant Cook for Saint Patrick "Life Teen" religious class
- Participated in the annual "Hot Summer Nights" Lions Club Food Trailer to raise money for local charity
- Advisory Board for Adult Basic Education, Grayson College
- Advisory Board for Educational Opportunity Center, South Eastern
- Committee member for Presidential Scholarship Selection Committee at Austin College-2001
- Participated in summer Transition Bridge Builder for Grayson County Special Education Co-OP

Professional Presentations:

- Collaborated with Psychology Professor, Dr. Paul Bowers, and International Professors to present "Surviving Change" for fall 2007 staff development.
- Presented CLARA Project: Retention Management System CLARA class of 2007-08

- Implemented and present “Parents 101” group sessions in the evening to increase accessibility of academic advising for working students and parents.
- Collaborate with Financial Aid advisor to integrate financial aid advising services into the “Parents 101” group sessions to increase accessibility of financial aid advising for working students and adults.
- Collaborate with Hispanic Initiative Coordinator, Monica Mudgett, to offer “Parents 101” group sessions at 8:00 p.m. to better serve and market to Hispanic students and parents.
- Collaborated with Dr.Kirch, former Dean of Academic Studies, to implement Dual Credit enrollment to be supervised by Enrollment Advisors.
- Collaborate with Coordinator of College Connection, Paula Cavendar, to provide Career Services to outbound high school students.
- Collaborate with International Student Advisor & Residence Hall Supervisor, Brad McClenny, and Susan Lancaster to teach College 101 and Exploratory Career services to the Learning Skills Lab for International Students in the fall and spring semesters .
- Collaborate with Dean of Workforce, Steve Davis, to work with an articulation agreement with The School of Community Services, The University of North Texas, to develop and approve degree plans for Bachelor of Associate of Applied Science degrees.
- Collaborate with Housing Director, Cynthia Taylor, Student Life, and Campus Police to provide presentations highlighting student service programs for dorm students.
- Collaborate with Dr.Nathan Ivy, The University of Texas at Dallas, Advisor for Comet Connection, to maintain articulation agreement.
- Coordinated with Casey Ticknor and Brenda Britt, Financial Aid, to develop and implement availability of advising notes in “POISE.”
- Supported the recent implementation of Grayson College’s newly established Veteran’s Association.
- On-call evening Licensed Professional Counselor for Grayson College residence hall for mental-health emergencies.
- Maintain close liaison with various publics including community agencies, organizations, industries, instructors, and students.
- Represent the college with area businesses and industries and in local and state professional organizations.
- Responsible for managing the office of Enrollment Advisors for one year (2006)
- Reported directly to Coordinator of Special Services and responsible for career counseling for the Carl Perkins grant for single parent and gender equity students.
- Served as academic liaison to the Health Science Programs.
- Trained Master’s –level Counseling Interns to administer and interpret computerized and other types of career assessment instruments
- Wrote a proposal to Texoma School-To-Work and secured grant money to upgrade career software for the purchase of on-line Myers-Briggs Personality Assessment.

Committee Assignments

- Member of Campus Carry Task Force, 2016
- Core member of Achieve the Dream, 2015
- Serve on the Curriculum Committee
- Member, Student Services Management Team
- Serve on the Academic Success Committee

- Present “Mind and Body” “Who’s Business Is It” for “Student Success Series” workshops.
- Implemented and coordinate Retention Management System, College Student Inventory for identifying “At Risk” students who will be assigned a faculty mentor.
- Implemented sending 250-300 individual invitations to CSI participants inviting them to visit with me to review CSI results and follow-up on recommended “Student Success” strategies and resources.
- Instrumental in integrating the use of technology in the area of Student Services.
- Implemented two successful new programs(Orientation and Retention Management for At-Risk Students)
- Developed content for “College 101” Orientation from its inception under my leadership in 2003.
- Implemented “College 101” Orientation availability on Saturday once per semester to accommodate the working student and parent
- Implemented an automated "Check-In System" for tracking services rendered.
- Screen, Employ, Supervise, and Evaluate Professional staff and Receptionist.
- Teach New Student Orientation
- Plan, Organize, and Present Stress Management presentations for employees are suffering the loss of jobs due to industry closings, as needed, for Texoma Workforce.
- Working as the assigned counselor for the Grayson College volleyball team, cheerleaders, and softball team(counseling and advising team members and recruits, monitoring grades and eligibility requirements).

Strategic Planning & Organizational Development

- Develop marketing strategies in collaboration with Admissions Director and Lead Enrollment Advisor for “Recruit Back” initiative.
- Support collaboration of Orientation advisor, Nancy Luthe, and Enrollment Advisors to intrusively monitor students who complete College 101 but do not enroll in college.
- Developed the content for Faculty Advising training module in Blackboard.
- Successfully established and created procedures over 5 year period providing proactive transcript evaluation services to all Industrial Technology programs with selective processes.
- Successfully established and created procedures over 5 year period providing liaison between Academic and Career services and Academic Studies to expedite the process of securing approval for a course substitution and approval from Academic Dean.
- Established and sustain inclusion of Tahleigh Allan, Academic Advisor for South Campus, in staff meetings to provide academic advising updates.
- Established and sustain inclusion of Jean Flick, Director of Health Science , in staff meetings to provide academic advising updates for Health Science programs.
- Established and sustain collaboration with Imogene Sneed, Coordinator of Rayburn Collegiate Center, to provide student services.
- Re-enstated for Fall 2008 semester, Academic and Career Advising in the evening for students at the Rayburn Collegiate Center
- Sustain, promote and support academic and career services for students
- Implemented group advising sessions for specified disciplines of study to increase accessibility of academic advising for students.

January 24, 2017

Vitae
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Education

Post-Masters
University of North Texas, LPC Supervision Certification
Post-Masters
South Eastern State University, Durant, 13 hours
Masters of Science in Counseling and Guidance
East Texas State University, Commerce
Bachelor of Science, Vocational Education
East Texas State University, Commerce
Certificate of Completion, Cosmetology Instructor
Grayson County College, Denison

Teaching Experience

Psychology 2301
Psychology 2315
Psyc 1300
Phed 1111

Professional Accomplishments

- Develop annual goals and objectives
- Supervise, coordinate, and support student programs and projects
- Graduate of North Texas Community College Consortium (CLARA-2007-2008)
- Completed FEMA Course: Introduction to the Incident Command System ICS 100-2008
- Completed FEMA Course: Single Resources and Initial Action Incidents IS-00200-2008
- One of the two Licensed Professional Counselors providing Counseling Services to students in crisis.
- Instrumental in guiding campus and commuter students through the grief process after the death of a Grayson County College basketball player.
- Supervise, coordinate, and support Counseling services.
- Implemented, coordinate, and support "Student Success Series" workshops.
- Present "Taking The Mystery Out of Major" for "Student Success Series" workshops.