

## **Dr. Djuna L. Forrester**

**Objective:** To use my energy, resourcefulness, and strategic leadership skills in an administrative role to enhance a progressive workforce training program and expand the overall impact of higher education.

### **EXPERIENCE**

**Grayson College.** Executive Director, Center for Workplace Learning and Adult Education/Literacy.

- Responsible system-wide for non-credit programmatic research and development, instructional staffing, logistics, non-credit registration, and course evaluation; course-related textbook/materials, alignment with workforce/THECB and comprehensive program marketing and annual evaluation;
- Development and fiscal management of \$1 million+ budget for an entrepreneurial model instructional unit;
- Preparation, submission, and oversight of more than three dozen (more than \$3 million) in grant proposals to local, state, and federal entities for workforce and student services;
- Hiring/supervision of 7-12 full-time staff members, including human resource documentation, training/informational orientation facets, counseling/creative problem-solving, evaluation, and payroll approval;
- Records management and credentialing oversight for instruction and grants;
- Determination of target areas for strategic planning and institutional effectiveness;
- Generation of statistical data for institutional reporting;
- Oversight of 24-member CWL Advisory Board.
- Service on standing college committees. (November 2014 to Present)

**Grayson College.** Director of Adult Education and Literacy (AEL). Served one year at the helm of this grant in addition to the CWL. Now supervise this program as part of non-credit instruction. (May 2015 to May 2016)

- Responsible for a three-county Texas Workforce Commission grant with a \$650,000 budget and highly defined performance goals.
- Programmatic research and development, partnership and course site development; intake processes/assessment tactics, selection of course-related textbook/materials/software, comprehensive program marketing, and annual evaluation.
- Hiring/daily supervision of approximately four (4) full-time and 35 part-time AEL faculty, including issuance of assignments; new hire orientation, coaching, payroll approval; evaluation and professional development;
- Preparation, implementation, and reporting for a parallel \$19,000 United Way Grant;
- Records management, statistics, and credentialing oversight for program performance.

**Grayson College.** Adjunct Credit Instructional Faculty.

Development/Instruction of E-Business Management as an online course. (Fall 2015 to Spring 2021).

**North Central Texas College.** Dean of Lifelong Learning.

- Responsible system-wide for non-credit programmatic research and development, instructional staffing, logistics, non-credit registration, and course evaluation; course-related textbook and software selection, comprehensive program marketing, and auditing of actual classroom content for than 500 adult and community education programs each semester;

- Development and monitoring of budget components for adult and community education components in five counties and fiscal management of an entrepreneurial model instructional unit
- Preparation, submission, and oversight of more than two dozen grant proposals to local, state, and federal entities for workforce and student service funds.
- Supervision of 15 full-time staff members, including professional development activities
- Responsible for the hiring and administrative supervision of approximately 150 adjunct instructors each semester, including human resource documentation, training/informational orientation facets, counseling/creative problem-solving, evaluation, and payroll approval;
- Records management and credentialing oversight for instruction and grants
- Determination of target areas for strategic planning and institutional effectiveness;
- Generation of statistical data for institutional reporting
- Service on standing college committees. (Sept. 1, 2005 to October 2014)

**North Central Texas College.** Adjunct Faculty.

Instruction of Leadership, Marketing, Global Trade, and High-Performance Work Team.  
Certified to teach in the classroom and online. (2010 to 2014)

**North Central Texas College.** Director of Lifelong Learning.

- Responsible system-wide for non-credit programmatic research and development, instructional staffing, logistics, course-related textbook, and software selection, comprehensive program marketing, and auditing of actual classroom content for approximately 350 adult and community education programs each semester. (September 1, 2003 to August 31, 2005)

**North Central Texas College.** Community Programs Manager.

- Responsible system-wide for non-credit programmatic research and development, instructional staffing, logistics, course-related textbook, and software selection, comprehensive program marketing, and auditing of actual classroom content for approximately 150 adult and community education programs each semester. (October 15, 2000 to August 31, 2003)

**North Central Texas College** . Editorial Specialist.

- Responsible for research, development, and distribution of news releases, feature articles, and public service announcements to a diverse media network in a three-county service area;
- Posting of this same data to the NCTC web site and upkeep of an in-house clip file;
- Production of 35 mm and digital photos to compliment articles;
- Set-up and staffing for trade shows and career fairs;
- In a task not directly affiliated with my posted job duties, organization of and advisor to the NCTC Presidential Ambassadors, including all facets of recruiting, screening, training, and monitoring. (March 1999 to October 2000)

**Grayson County Juvenile Alternatives, Inc.** Mentoring/Volunteer Coordinator/Shelter Client Care Team.

- Developed, from conception, the seven-county mentoring program as the fourth component of the Family Connection Program.
- Groundwork ranged from the program narrative, the mentor application, and criteria for matching youth with a mentor to the development of referral forms, the establishment of a training manual, program outcomes, and case follow-up techniques.
- Other responsibilities included lengthy case intake services for the STAR program, file management, and recruitment/screening/supervision of volunteer mentors, and development of a mentoring advisory board. (January 1996 to March 1999)

- Previous employment with this agency as a member of the part-time direct care staff. (June 1992 to June 1994)

## **EDUCATION**

- Doctorate of Education in Community College Leadership. National American University, Rapid City, South Dakota, August 2020.
- Master of Arts. in Organizational Management. University of Phoenix, Phoenix, Arizona, October 2002.
- Bachelor of Science in Journalism/Public Relations. North Texas State University, Denton, Texas, May 1987.
- Associate of Applied Science in Law Enforcement. Grayson County Junior College, Denison, Texas, December 1990.
- Associate of Science in Psychology. Grayson County Junior College, Denison, Texas, December 1990.
- Associate of Science. in Sociology. Grayson County Junior College, Denison, Texas, August 1997.
- Texoma Regional Police Academy. Graduate. Certified as a Texas Peace Officer in April 1990. Served as a police reserve through Sherman Police Department from April 1990 to May 1992. Allowed commission to expire due to other commitments.
- Certified Program Planner, LERN, January 2003

## **AFFILIATIONS**

- Texoma Workforce Board Member, 2015 to Present.
- State Conference Presenter, Texas Workforce Commission, 2005-2020
- Member and North Region Co-Representative for Texas Association of Community Educators (TACE). Seminar Presenter, April 2001, November 2020; TACE Conference. Award: 2<sup>nd</sup> Place in Texas for "Best Marketing Brochure," April 2001.
- Joint Committee, TACE, and TACTE, October 2002 to 2007
- Member and Board of Directors - Learning Resources Network (LERN), (2010-2016) Award, 1<sup>st</sup> Place in the Nation for "Best Community Service Programs," 2001 Annual Conference Presenter, (2005-2016)
- Member, NCCET (2007-2014)
- Member, TCCIA (2014)
- Gainesville Chamber of Commerce, completion of Leadership Gainesville (2002)
- Service on North Central Texas College Standing Committees and Hiring Committees: Instructional Council, Dean's Council, Strategic Planning, Academic Excellence, Institutional Effectiveness, Enrollment Strategies, Community Relations, Institutional Effectiveness, and Professional Development. (2001-2014)
- Service on Grayson College Standing Committees and Hiring Committees: Executive Council; Communications Council (2014-current)

## **PROFICIENCIES AND OTHER SKILLS**

- Grant-Writing – Various submissions to Texas Workforce Commission, Department of Labor, Texas Education Agency, United Way, and other agencies with resulting awards totaling more than \$13 million (2001-current)
- Written and verbal communication skills; long-term planning; organizational skills; strategic planning, program evaluation, and statistical analysis.
- Use of personal computer and applications such as MS Word, MS Excel, MS PowerPoint, and MS Publisher.