

Cheryl Ann Jack

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Education

- M.S. University of Wisconsin-Madison, Counselor Education.
University of Wisconsin-LaCrosse, graduate coursework in College Student Personnel.
- B.S. University of Wisconsin-Stevens Point, Psychology and Communication.

Career Summary

- More than fifteen years of Higher Education experience working in Student Life, Leadership, Academic Advising, Counseling, Career Services, Housing, and Student Unions.
- Nine years experience advising and counseling transfer and technical students in a two-year college setting.
- Administer departmental and student activity fee budgets totaling more than \$600,000.
- Excellent oral and written communication skills.
- Innovative and effective problem solver.
- Experience in working with a variety of at risk student populations.

Work Experience

Director of Student Life

Collin County Community College District, McKinney, Texas

09/97-Present

Administer the Student Life Program on a multi-district campus serving more than 30,000 students annually. Select, supervise, and evaluate a team of professional, paraprofessional and support staff. Administer departmental budgets. Oversee planning, implementation and evaluation of programs designed to support classroom learning and meet a wide variety of student, college, and community needs. Mediate and rule on student organization discipline issues. Enforce college policies and develop departmental procedures. Coordinate and edit the *CCCCD Student Handbook* and develop various departmental publications. Develop, implement, and coordinate the college ID program and various campus services. Design and maintain the Student Organization Centers, Spokes Student Lounge, and the cyber café.

Lead Adviser

Collin County Community College District, McKinney, Texas

08/93-08/97

Manage daily operations of the Central Park Campus advising office and coordinate advising services during registration. Train and assist with the hiring of full-time advising staff for the district. Hire, train and supervise both student and part-time advising staff. Interpret and enforce college policy. Advise probation and suspension students. Design, develop, and coordinate the group advising program for health science majors. Serve as the Student Development liaison to the Provost office. Perform Student Development Adviser duties.

Student Development Adviser

Collin County Community College District, Plano, Texas

08/88-07/93

Assist students with degree program planning and course requirements in all academic majors. Advise students in regard to course selection, schedule changes, course withdrawals, grade appeals, articulation and transfer to senior institutions. Actively participate in college recruitment functions. Refer students to appropriate campus resources. Advise students in Project Fullstream (grant program for high school special education students, ages 18-21). Provide career counseling and interpretation of career tests (MBTI, COPS, COPES and SCII).

Graduate Intern, Counseling Center

University of Wisconsin-Madison

06/87-05/88

Provide individual and group counseling to students in the areas of assessment, career planning, marriage and family counseling, study skills, stress management, eating disorders and crisis intervention.

Professional Activities and Affiliations

Associate Faculty Member, Collin County Community College District, spring 1989-fall 1997.

Association of College Unions International (ACUI) Region 12 Conference Committee Chair, Louisiana State University, Baton Rouge, LA, October 19-21, 2001.

Association of College Unions International (ACUI), Region 12, Member/Volunteer Coordinator, 2002-2004.

Association of College Unions International (ACUI), National Elections Committee Member 2004-2006.

Chair, Scholarship Task Force, Collin County Community College District, 1996-99.

Chair, Student Activity Fee Advisory Committee, Collin County Community College District, 1997-present.

Co-developed and Implemented the *Student Development Brown Bag Lunch Series*, Collin County Community College District, 2002-2003.

Facilitator, NACA National Student Government Conference - Midwest, Waukesha, WI, June 11-14, 1999.

Member, Discipline Appeals Task Force, Collin County Community College District, 1996-present.

Member and Volunteer, Parent Teachers Association (PTA) Reuben Johnson Elementary School, 2002-2004.

Mentor, *MEET (Mentor Express: Evolve Together)* program, designed to aid retention, Collin County Community College District, Spring 2002.

Mentor, *Student Development Mentoring Program*, designed to assist new employees to the Student Development Division, Collin County Community College District, 2001-2002.

Participant, Citizenship McKinney Leadership Program, Graduated May 2003. Alumni Member 2003-2004

Volunteer, National Association of Campus Activities (NACA) Regional Conference, October 12-15, 2000, Houston, TX.

Regional and National Presentations

"Getting In Tune With Your Region," ACUI Region 12 Conference, University of Texas at Austin, Austin, TX, October 24-26, 2003.

"Opportunities to Give Your Professional Life a Boost," (voted as one of the Best of the Best Educational Sessions) ACUI Region 12 Conference, University of Houston, Houston, TX, November 8-10, 2003.

"Kicking It In Gear: Spicing up Communication Skills," (voted as one of the Best of the Best Educational Sessions), ACUI Region 12 Conference, Louisiana State University, Baton Rouge, LA, October 19-21, 2001.

"What Did You Say...? Listening and Communication Skills for Leaders," The Leadership Consortium of North Texas Colleges and Schools Annual Conference, February 16, 2001, University of Texas, Arlington, TX.

"Working With Your Administration." NACA National Student Government Workshop - Midwest, Waukesha, WI, June 11-14, 1999.

"Where do We See Ourselves Five Years From Now: Creating a Strategic Plan for Your Organization." NACA National Student Government Workshop - Midwest, Waukesha, WI, June 11-14, 1999.