

Toni P. Jenkins

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Professional Experience

Collin County Community College, Plano Texas (CCCCD): a comprehensive multi-campus community college serving over 663,000 residents of Collin, Rockwall, and portions of Denton County in North Texas; enrolling nearly 40,000 students annually in over 100 credit and continuing education programs; total budget of \$114 million; 200 full-time faculty, approximately 600 associate faculty and 1,200 full and part-time staff.

2000 – present

Executive Vice President: Responsible for district-wide public relations, contract training, continuing education, the Small Business Development Center, two satellite education centers and the academic divisions of Engineering Technology and Education.

Primary Responsibilities

- Member of college Leadership Team comprised of direct reports to the President with responsibility for district-wide strategic planning, district-wide budget oversight to include budget hearings with all budget managers, and for making recommendations to the President on personnel matters and on Board policy
- Serve as Acting President in the absence of the President
- Interact regularly with the Board of Trustees and community leaders
- Work with architects on design and construction documents for new campus facilities and the remodeling of existing facilities
- Plan, direct and oversee all academic and student support services at two satellite educational centers serving 900-1000 students
- Provide leadership and support to the first community college-based alternative teacher certification program
- Spearhead economic summits and legislative visits to the state capital which bring together county commissioners, CCCC Trusteees, school board trustees, CEO's from chambers of commerce and economic development organizations, civic leadership programs, city councils members and school administrators
- Provide leadership for the Engineering Technology division and for the Cisco Certified Regional Training Center serving an eight-state region

- Guide the district's public relations program which includes all college promotional activities, publications, advertising campaigns, a community newsletter and the college website
- Facilitate meetings and communication with the Committee of 100, a group of community members who originally helped form the district and who have recently been involved in strategic planning
- Oversee the development of the first district-wide academic plan for the district
- Provide leadership for district-wide contract training, continuing education and workforce development programs

Accomplishments

- Established the first community college-based, post baccalaureate, alternative teacher certification program in the country
- Acquired over \$3 million in grants from the Department of Education, Department of Labor, and Carl Perkins to support students seeking an alternative route to teaching in high need content areas
- Actively assisted the President in passing a \$57 million bond referendum for additional classroom buildings, a library, business and industry training and conferencing facilities and various renovations
- Completed a week-long training program on campus planning and facilities construction sponsored by APPA: The Association of Higher Education Facilities Officers
- Received \$759,633 Skills Development Grant from the Texas Workforce Commission in March 2003 to train over 700 employees in 15 companies in seven cities
- Built the first educational "Convergence Lab" for students and industry use which is designed to demonstrate the interoperability of wireless, fiber, data and voice technology
- Initiated agreements resulting in CCCCD's designation as a Microsoft IT Academy, an Oracle Workforce Development Partner, and the first Regional Cisco Academy for Security and Wireless in the state of Texas

1997 – 2000

Assistant to the President: Responsible for creation of two full-service, educational centers, community and public relations, the Small Business Development Center and served as liaison to the Texas Association of School Boards and to area Chambers and Economic Development Corporations.

Accomplishments:

- Developed a comprehensive plan for meeting the educational needs of Rockwall County, an growing suburban area not served by a community college
- Collaborated with city leaders, county government, school administration and economic development officials to establish an educational center for 500+ students in Rockwall

- Negotiated agreement with Allen Independent School District to establish 10,000 square foot educational center in a new high school
- Designed space, planned comprehensive day and evening curriculum and student support services to accommodate 600+ enrollments at the Allen center
- Represented the President at numerous community events, professional and association meetings and college events

1994 – 1997

Dean of Enrollment Management and Marketing Services: Responsible for all aspects of marketing, public relations, publications, student recruitment, admissions and district wide registration and student records.

Accomplishments:

- Raised awareness of the college through a comprehensive public relations campaign
- Initiated the development of a new visual image for district-wide publications receiving national recognition from CASE and NCMPR
- Coordinated marketing effort for the opening of the District's third comprehensive campus
- Managed five budgets totaling \$2.5 million with a staff of 45 full and part-time positions on three campuses

1990 – 1994

Dean of Enrollment Management: Responsible for district-wide student recruitment, admissions, registration and student records.

Accomplishments:

- Led the implementation of a new student information software system for the District
- Certified all enrollment reports to the Texas Higher Education Coordinating Board which served as the basis to determine state funding
- Negotiated with state auditors resulting in statewide changes in community college enrollment audits
- Chaired the college-wide bond election campaign
- Served on college team for the Southern Association of Colleges and Schools accreditation visit
- Worked with the Texas Higher Education Coordinating Board to develop rules and regulations for the implementation of the Texas Academic Skills Program (TASP)
- Launched a year-long leadership program in partnership with League of United Latin American Citizens (LULAC) to increase enrollment of Hispanic students

1985 – 1990

Director of Admissions and Student Recruitment: Responsible for high school relations, college promotional publications, articulation agreements with other colleges and universities and international student admissions.

Accomplishments:

- Hired as the second employee of newly formed community college district
- Liaison to Grayson County College, a neighboring community college providing administrative support to the new District
- Developed and recommended numerous student admissions and academic policies to the Board of Trustees
- Managed enrollment growth of nearly 600% from 1,300 students in fall 1985 to over 9,000 by fall 1990
- Initiated model articulation programs with area universities
- Collaborated with 14 independent school districts to develop concurrent enrollment and early admissions programs for high school students
- Provided leadership and direction for the District's Equal Education Opportunity Plan designed to increase diversity of faculty, staff and students

Brookhaven College: one of the seven campuses in the Dallas County Community College District; approximately 8,000 credit students.

1982 – 1985

Associate Registrar:

- Determined residency status of new students which was audited by the state as a determining factor for state funding
- Advised students on academic probation and suspension and monitored their academic progress
- Advised international students and ensured compliance with the Immigration and Naturalization Service
- Established off-campus academic programs with area businesses and industries.

Central Texas College-Overseas: located in Nurnberg, Germany in Army Education Centers; offering technical programs to military personnel stationed overseas.

1978 – 1981

Field Registrar (part-time)

- Counseled students, determined course offerings, administered financial aid and veterans' benefits for soldiers stationed on three Army installations throughout the city
- Developed promotional strategies, sold textbooks, recruited faculty and students for applied science degree programs in electronics, automotive technology and law enforcement

Army Education Center: located on the military installation; providing educational programs and support services for approximately 900 military personnel stationed in Nurnberg, Germany.

1978 – 1981

Test Administrator (part-time)

- Advised students and administered CLEP, GED and diagnostic tests for 900 man Army battalion

Teaching Experience

Texas A&M University-Commerce, Community College Leadership, 1999
Central Texas College, Introduction to Sociology, 1981

Education

1998, Ed. D.	Texas A&M University-Commerce, Commerce, Texas Supervision, Curriculum and Instruction in Higher Education Counseling and Student Development – Minor
1985, M.S	University of North Texas, Denton, Texas Interdisciplinary Studies: Educational Facilities Management
1977, B.S	Arizona State University, Tempe, Arizona Sociology

Community Activities

- Board of Directors, North Central Texas Workforce Board (2002 – Present)
- Board of Directors, Allen Chamber of Commerce (2002 – Present)
- Committee Co-Chair, Collin County Day in Austin (1999, 2001, 2003)
- Board of Directors, Executive Committee, Volunteer Center of Collin County (1998 – 2002)
- Board of Directors, Executive Committee, Plano Family YMCA (1990-1995)
- Graduate, Leadership Plano, Class VII (1989-1990)

Recent Awards and Honors

- Recognized with Honorary Membership in the Texas Association of Collegiate Registrars and Admissions Officers (2002)
- Awarded "Best of the Web" from the Center for Digital Government and *Converge Magazine* (2002)
- Selected as one of the "21 in the 21st Century" by *Inside Collin County Business* in 2002
- Earned "2002 Economic Development Achievement Award" for developing and implementing customized training programs for companies based in Allen, Texas by *Business Facilities Magazine*
- Invited participant in the Executive Leadership Institute sponsored by the League for Innovation in the Community College in conjunction with the University of Texas at Austin and the American Association of Community Colleges, Newport Beach, California, 1999
- Invited participant in the National Institute for Leadership Development sponsored by the League for Innovation in the Community College, Phoenix, Arizona, 1997

Selected Professional Activities

American Association of Community Colleges
National Association of Community College Teacher Education Programs
Council for the Advancement and Support of Education
North Central Texas Workforce Board
North Texas Commission

Grant Acquisitions

- Texas Workforce Commission, Skills Development Fund, \$759,633 13-month grant to train 705 employees in 15 company consortium awarded 2003
- National Science Foundation, \$600,000 two-year Advancing Technology in Education Grant awarded 2001
- Department of Education, \$687,000 three-year Preparing Tomorrow's Teachers for Technology Grant awarded 2001
- Department of Labor, \$238,000 H1-B grant to train technology teachers awarded 2001
- Texas Workforce Commission, Skills Development Fund, \$887,146 15-month grant which trained 1,482 employees in 17 company consortium awarded 2000, completed 2002

Selected Conference Presentations

- *Bridging the Gap from Print to Electronic Media*, League for Innovation in the Community College, Phoenix, Arizona, 2003
- *Meeting Workforce Needs: Teacher Certification and the Community College*, National Association for Community College Teacher Education Programs, Phoenix, Arizona, 2003 and at the American Association of Community Colleges, Chicago, Illinois, 2001
- *The Changing and Challenging Role of the Community College*, The College Board, San Diego, California, 1999
- *Home Schooling: Implications for Admissions Officers*, Texas Association of College Admissions Counselors, Houston, Texas 1999
- *Strategic Enrollment Management Workshop*, American Association of Collegiate Registrars and Admissions Officers (AACRAO), Chicago, Illinois, 1998
- *Creating an In-house Agency*, National Council for Marketing and Public Relations, Albuquerque, New Mexico and Council for the Advancement and Support of Education-District IV, Little Rock, Arkansas, 1997
- *Home Schooled Students: Admission Decisions, Requirements & Results*, Southern Association of Collegiate Registrars and Admissions Officers (SACRAO), Ponte Vedre, Florida, 1996
- *Can Anyone Really Manage Enrollment*, AACRAO, Reno, Nevada, 1996

References

Supervisors

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