

MARY MCRAE, PH.D
4473 Ringgold Lane
Plano, Texas 75093
(972) 964-8869

EMPLOYMENT HISTORY

COLLIN COUNTY COMMUNITY COLLEGE – Plano, Texas

Vice-President of Student Development

1999 – Present

- Directly reporting to the College President, responsible for hiring and evaluation of over one hundred student development employees.
- Responsible for a 4.3 million dollar budget.
- Provide direct leadership for the student development management team: Dean of Students, Director of Academic Advising, Registrar, Admissions and Records (Credit and Non-credit), Director of Testing, Director of Financial Aid, Director of ACCESS, Director of Recruitment and Programs for New Students, Director of Counseling, Director of Student Life, and support staff.
- Responsible for district wide professional development of administrative and support staff.
- Responsible for strategic planning and criteria related to student development for accreditation purposes.
- Responsible for the district Student Leadership Academy.

Dean of Students

1986 – 1999

- Administered a variety of student development programs including academic advising, articulation and transfer, career services, counseling, financial aid, human development curriculum, services for students with disabilities, student activities, testing and assessment, and judicial affairs.
- Liaison with campus housing, chief judicial officer for the district.
- Responsible for overall student development budget, hiring, and evaluation of staff.

SCOTT COMMUNITY COLLEGE – Bettendorf, Iowa

Assistant Dean of Students

1983 - 1985

- Responsible for total operation and supervision of the Campus Activities Office and staff.
- Developed and coordinated the college orientation program.
- Co-chair for college open house, served as academic advisor to general studies students.
- Provided leadership training for student government and general student body.
- Responsible for total budget.
- Developed Student Handbook and marketing brochure for the college.
- Assisted other administrators with college marketing plans, specifically recruitment within business and industry.

EDUCATION

Ph.D. - Higher Education Administration

May, 1999

University of North Texas – Denton, Texas

Master of Science, Counseling and Personnel Services

May, 1983

Drake University – Des Moines, Iowa

Bachelor of Arts, Public Health Education

May, 1979

Minor: Speech Communication

Central Michigan University – Mt. Pleasant, Michigan

Travel Study in England and Scotland

Studied Health Programming in the United Kingdom

1978

TEACHING EXPERIENCE

Courses Taught:

Career Development
Individual Counseling
Group Counseling

Leadership Development
Applied Psychology
College Success Skills

Seminars/Consultation:

Leadership
Interviewing Techniques
Career Development
Résumé Writing
Successful Supervision
Stress Management
Assertiveness
Creative Thinking

Health Education
Listening Skills
Date Rape
Self-Esteem
Student Development Issues in Higher Education
Legal Issues in Student Development
Online Student Services

PROFESSIONAL MEMBERSHIPS

American Association of Community Colleges	1999--Present
National Council for Staff, Program & Organizational Development	2001-- Present
Student Affairs Journal Online, Editorial Board	2000 – Present
National Council of Student Development	1995 – Present
National Council of Student Development National Conference Committee	1995
Texas Association of Community Colleges Chief Student Affairs Administrators	1994 – Present
Texas Association of College and University Student Personnel Administrators	1993 – Present
National Association of Student Personnel Administrators	1986 -- Present
National Conference, Dallas, Texas – Publicity Chair	1994
National Conference, New Orleans, Louisiana – Education Committee	1990
Association of Student Judicial Administrators	1991 – 1999
American College Personnel Association	1986 – Present
Outstanding Young Women of America	1984
National Association of Campus Activities – Upper Midwest Region	
Volunteer of the Year	1985
Regional Conference Co-Chair, Educational Sessions	1985
Regional Conference Publicity Chair	1984
Iowa State Student Personnel Association, Publicity Co-Chair	1985

PUBLICATIONS/ARTICLES

McRae, Mary & D. Barry Lumsden. "Providing Student Life, Bookstore, Health and Wellness Services Online." Quality Enhancing Practices in Distance Education: Student Services, Edited by Christine Dalziel and Michele Payne. 2(2001):93-101.

McRae, Mary S., An Internet Primer for Community College Administrators. Community College Journal of Research and Practice, 19 (1995): 1-11.

McRae, Mary Fall Enrollment 12,000 AT CCCC. Plano Profile, 52 (1994)

Rabaut, Mary Campus Ecology, a Priority at CCCC. Plano Profile, 18 (1991)

Rabaut, Mary S. Community Awareness Through Cable Television. Catalyst, 19, (1989): 27-28

Rabaut, Mary S. Adults Can Develop Better Self-esteem. Plano Star Courier, 4A (1989)

Peter, Laurence J. & Dana, Bill., reviewed by Rabaut, Mary. The Laughter Prescription. Education Gerontology, 14, (1988): 161-163

AWARDS AND ACTIVITIES

Collin County Community College

ROSE Award, In Recognition of Service and Excellence	2001
Collin County Community College District Leadership Team	1999 – Present
Collin County Community College District Foundation's College Partner	1997
Administrative Network Advisory Committee	1998 – Present
Collin County Community College All College Council	1995 – 1997 1992 – 1994 1989 – 1991
Stride For Excellence, Division Captain	1995
PAR Excellence Golf Tournament, Co-Chair	1995
Scholarship Task Force	1989 – 1995
Scholarship Luncheon Chair	1995
Staff Development Task Force	1990 – 1995
President's Advisory Council	1998 – Present
CCCCD Ambassador Award	1991

COMMUNITY INVOLVEMENT

Leadership Plano, Class XX	2002 - 2003
Prince of Peace Catholic Community	
School Advisory Council/Vice Chair	2002 – 2005
Ten Year Anniversary Celebration Committee	2001
Kindergarten Volunteer, Field Trip Volunteer	2001 – 2002
Senior Acolyte	1991 – 2002
Dedication Week Co-Chair	1994
Name the Church Committee, Chair	1991
Founding Advisory Board Member	1991 – 1993
Collin County Council on Family Violence, (Junior League Initiative),	
Advisory Committee	2001 – Present
Strategic Planning Sub-Committee	2001 – Present
Conference Planning Committee	2002 -- Present
Junior League of Plano Advisory Board of Collin County	1993 – 1994
Collin Classic Bike Race, Volunteer	1992
Mental Health Association of Collin County, Board Member	1989 – 1991
Healthy Competition, Celebrity Panel, Moderator	1990
Caleidoscope Cable Talk Show, Moderator and Co-Producer	1987 – 1995
Coordinator of Mental Health Forum Column, Plano Star Courier	1989
Outstanding Young Women of America	1984
Drake University Volunteer Coordinator	1981 – 1982
Special Olympics Volunteer	1980 – 1981

References available upon request