

ROXANNE I. VEDIA
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EMPLOYMENT EXPERIENCE

**September 1, 2013 to
August 31, 2017**

**Laredo Community College
Instructional Division**

**Assistant Dean of Workforce
Education and South Campus**

Basic function and responsibility; to assist the Dean of the South Campus and Workforce Education in providing the supervision and management of instructional departments and programs that comprise the Workforce Education division. Assist in curriculum improvement through constant review, regular evaluation, revision and attention to relevance of all courses and programs. Facilitate in student issues, including complaints, faculty advising and registration. Meets with students for advisement during registration periods and throughout the year to ensure counseling of proper degree planning. Assist in establishing and maintaining external relationships which benefit instruction, including business and industry, community, secondary and post-secondary institutions, and other appropriate agencies. Participate in the recruitment, selection and orientation of qualified full-time and adjunct faculty and evaluate credentials/records for faculty. Works with other areas and divisions within the college to address issues dealing with assessment, recruitment/retention, and the dual-enrollment programs. Coordinate and participate in career fairs with ISD's and other community events to promote programs. Assists and monitors in the development of operations and capital budgets for the various departments of the division. Work with the Marketing and Public Relations department to create promotional items such as banners, brochures, flyers and media bulletins. Participate in the development of external grants pertaining to the division. Exercises decision-making and problem-solving techniques to resolve matters. Facilitates compliance, policies and procedures, licensing/credentialing requirements for workforce programs as deemed with applicable accrediting agency and Texas Higher Education Coordinating Board and the Southern Association of Colleges and Schools principles. Ensures the implementation of assessment plans including institutional effectiveness, general education courses and course-based assessment on student success for the technical programs. Participates in the development of facilities, staffing and resource planning when necessary.

**August 18, 2008 to August 31, 2013 Laredo Community College
Instructional Division**

Dean of Workforce Education Division

Basic function and responsibility; to oversee the following departments; Computer Technology, Building Trades, Business Management, Culinary Arts, Continuing Education, Economic Development Center, Adult Education, Tech Prep, and the Employee Technology Assistance Center. The units under this division include both credit and non-credit instructional programs of the institution. The courses and programs offered are to prepare students for entry-level positions and upper division course work upon transfer to a four year university. The goal for these students is to acquire a one year or two year certificate or an Associate of Applied Science Degree. Characteristics duties and responsibilities for this position include, but not limited to the following; give sustained leadership in curriculum improvement by constant review, regular evaluation, revision and attention to relevance of all courses and programs. Coordinate the preparation of the fall semester, spring semester, summer I and II sessions academic schedules, teaching assignments, class and room assignments. Monitor enrollment in classes and make adjustments as appropriate according to registration trends. Promote, organize, coordinate and provide leadership to develop programs. Coordinate and participate in evaluation of instructional staff, including faculty, department chairs and support staff. Participate in the recruitment selection and orientation of qualified full-time and adjunct faculty; evaluate credentials/records for all faculty instructors. Participate in the development of informational materials for publication (brochures, pamphlets etc.), provide data for College catalog pertaining to the unit. Provide leadership relating to student issues, including student complaints, faculty advising, and registration. Establish and maintain external relationships, which benefit instruction, including business and industry, community, secondary and post-secondary institutions, and other appropriate agencies. Be responsible for budget recommendations and administration of the institutional and Carl Perkins budgets in the division. Participate in the Southern Association accreditation activities and implement institutional effectiveness plan related to the areas supervised.

**January 8, 2007 to August 15, 2008 Laredo Community College
Workforce Education Division**

Continuing Education Department Director

Basic function and responsibility was to provide leadership to the three Workforce Development Coordinators, Continuing Education Faculty, and secretaries. Supervised the daily operations of the Continuing Education programs, maintained knowledge of the business market demands and trends. Managed the development, implementation, and maintenance of automated enrollment management system for the department. Responsible for developing, scheduling, marketing, implementing, delivering and evaluating non-credit community training services using both traditional and nontraditional modes of delivery. Provided input in the development of new courses and/or programs necessary for community assessment and/or labor market information. Consulted with the advisory committees within the various industries for program

development. Ensured compliance was met with external agencies and The Texas Higher Education Coordinating Board. Responsible for the interviewing, recommending, assigning, training, and supervising of continuing education instructors. Coordinated the planning, development, and publication of the continuing education course schedule on a quarterly basis throughout the year. Responsible for the development and administration of departmental budget. Ensured for the continuing education department is within the parameters of college policies and procedures. Reviewed and analyzed data to determine changes in services, promotion, distribution, and cost of a course or program.

**September 8, 2003 to January 3, 2007 South Texas Workforce Development Board
Workforce Development Division**

Business Services Coordinator

Primary purpose is to serve as the liaison for the Board with the business community, economic development organizations, chambers of commerce, industry associations and other business organizations. Ensure our three local workforce centers' business service units of our delivery area are responsive to the needs of businesses regarding employment needs. Duties include all of the following; provide oversight and guidance for the business services units of the Texas Workforce centers including systems developments and enhancements, facilitate linkages between employers and the workforce centers, assist in the development of policies relating to business services, promote awareness and use of business services available through the centers, represent the agency at meetings, business functions and make presentations as needed, coordinate local business service activities with the statewide initiatives implemented by the Texas Workforce Commission, coordinate rapid response services for employers facing layoffs, business closures or reductions in force. Assist with marketing and public relations initiatives regarding agency exposure and business services activity to the general public and business community.

August 1997 to September 2003

**Laredo Community College
Continuing Education Department**

Business & Industry Training Specialist

Responsible for the overall planning, promotion, and implementation of training services for both public and private employers in the business community. (Training services offered to the business community include developing new job skills for employees and/or enhancing job skills for the improvement of the employee's job performance). Job duties and responsibilities include the following; Initiate discussion with potential clients for their training needs, develop, conduct, analyze and interpret need assessment surveys as needed to determine training direction and/or content, identify training goals and objectives, identify faculty in the targeted discipline for the training contract and work with assigned instructor to develop course material and objectives, develop a training proposal as requested by the potential client, prepare contract for cost quote for discussion, negotiation and approval to the potential client, monitor and evaluate contract/customized training packages and instructors, serve as liaison between the business client and the College, promote contract/customized training

services to the local business community, promote, develop, implement, manage, and evaluate grants from the Texas Workforce Commission-Texas Skills Development Fund and ensure compliance procedures with state regulations, develop curriculum as needed for the implementation of contracts, assure strong partnerships with the various businesses and government entities in the community, such as the Laredo Development Foundation, City of Laredo and the Chamber of Commerce. Handle training requests for the specific industries, assist with the College's staff development training plan, assist in developing of new non-credit programs, review, order and submit necessary requisitions for training instructional material, ensure that all required paperwork for training contracts are prepared and submitted to the appropriate College departments, assures that vendor license agreements are current. Assist with the student registration and course schedule for forthcoming semesters for the department. Promote to student body about Continuing Education programs and/or courses. Prepare the department's budget and submit it for the yearly approval process. Evaluate on a monthly basis department's budget. Responsible for overseeing the management of students in the non-credit program under Continuing Education's Fire Science Technology Program in partnership with the City of Laredo Fire Department. Promote marketing awareness about training services to the business community. Increase the College's role in the development of the local workforce.

September 1994 to August 1997

**Communities in Schools Program
Martin and Nixon High Schools**

Campus Service Manager

Developed a campus proposal for the assigned schools and developed, planned, coordinated and implemented program activities in accordance with state guidelines. Networked with local community organizations for the procurement of social services to program participants. Organized cultural activities and enrichment programs for the faculty, parents and participants for the school. Conducted on-going evaluation and documentation of participant's progress in student's files. Scheduled regular meetings with school staff and social service agencies and provided feedback of activities and status. Submitted biweekly and monthly reports. Publicized program services and recruited participants with assistance of school personnel. Data entered student information on the program's database and generated reports for monitoring of program's performance outcomes.

May 1992 to September 1994

South Texas Private Industry Council

Youth Program Coordinator

Recruited youth applicants for both the in-school and summer programs. Kept all allocated slots filled and followed instructions regarding corrective action on program standards. Enrolled, counseled, monitored program participants. Prepared, collected, and submitted time sheets for payroll periods and dispersed paychecks to participants. Maintained monthly documentation on participants terminated and followed-up on successful and unsuccessful participants. Attended seminars and administered training's to new staff. Supervised 25 staff employees during the summer youth program and was liaison to about 75 public employers for the placement of the participants at the worksite. Conducted the

summer program's worksite supervisor's orientation on policies and procedures. Developed and maintained inter-agency worksite agreements with the public employers affiliated with JTPA. Networked and coordinated programs with Laredo, United, Mirando, and Bruni ISD's, Texas A&M at Kingsville, Southwest Texas State, Texas A&M International universities, Laredo Community College, County of Webb, and City of Laredo.

February 1992 to May 1992

South Texas Private Industry Council

Interviewer

Interviewed prospective JTPA youth participants to obtain and complete personal and financial data to determine eligibility of JTPA programs. Reviewed and evaluated applications to determine work history, job skills, education, training, and personal qualifications of applicants to suggest future skill training assessment personnel. Coordinated activities for participant enrollment with different components.

January 1991 to January 1992

Laredo Independent School District

Christen Middle School and

Martin High School

Secondary Science Teacher

Instructed 7th through 12 graders in the science areas of Life, Earth, Physical, and GED on the essential elements of Texas. Developed lesson plans laboratory activities on chapter objectives. Coordinated and assisted a first year "in-school" science fair, in which winners advanced to the annual district's fair. Attended workshops in identifying ESL students and methods to facilitate the learning environment for the disadvantaged student. Participated in open houses, parent conferences and school staff meetings.

EDUCATION

Walden University

Doctoral studies in Higher Education Leadership

Walden University

Master of Business Administration

October 30, 2011

Laredo State University (Currently Texas A&M International University)

Bachelor of Science in Secondary Education-Science Composite Major

December 1990

University of Texas at San Antonio

Biology major coursework

Laredo Junior College

Associate of Arts, 1988

Martin High School

High School diploma, May 1985

KNOWLEDGE, SKILLS & ABILITIES

- Workforce Development
- Economic Development
- Instructional/Curriculum Design
- Course and Program Assessment & Evaluation
- Budget Development/Management/Administration
- Grant Research/Writing/Development/Management/Administration
- Leadership Skills
- Institutional Effectiveness
- Business Strategy
- Program Research/Development/Management
- Community Outreach
- Organizational Development
- Project Planning & Management
- Needs Assessment/Survey
- Strategic Planning
- Local/State/Federal workforce development and higher education laws and regulations, but not limited to the following (THECB, SACS, Perkins, Dept. of Education, TWC, Dept. of Labor, USDA, Dept. of Energy)
- Computer technology (MS Office, BANNER, DEGREE-WORKS, Workintexas.com, THECB/TWC/DOE portals)

SOFT SKILLS ATTRIBUTES

- Oral & Written Communication
- Integrity
- Teamwork
- Detail-oriented
- Problem-solving
- Decision-making
- Customer Service
- Interpersonal
- Analytical
- Time-management
- Coaching Others
- Strong Work Ethic
- Self-motivated
- Dependable

HIGHLIGHTS OF EMPLOYMENT ACCOMPLISHMENTS

Laredo Community College:

2016 State of Texas Community College Workforce Education course curriculum facilitator

2008-2013 Budget committee member

2011-2017 Curriculum Committee member

2008-2010 Co-Chair of the Curriculum Committee

August 2007 Appointed as the team leader for the Human Resources Team of the President's ten Leadership Teams.

2003 Collaborator with the City of Laredo's Fire Department in the development of Laredo Community College's non-credit Fire Technology Program through Continuing Education.

Member of the first Laredo Community College's (LCC class (Leadership, Caring and Commitment), Institutional Effectiveness Committee member, Curriculum committee member, Secretaries' Day Committee Chairperson and Staff Development Committee member.

Texas Workforce Commission:

Workin Texas (Internet-based job matching system) Trainer and State liaison

South Texas Workforce Development Board:

August 1, 2005 Coordinated efforts in the establishment of a satellite office for the Small Business Development Center at the Texas Workforce Center in Laredo.

2004-2005 Coordinated with the purchase and equipment of the first Mobile Unit for the workforce center. Assisted with the development of the logo and marketing for the vehicle.

July 2004 Established the first Memorandum of Understanding between the South Texas Workforce Development Board and the Small Business Development Center for establishing Entrepreneurial Development Opportunities to assist the business communities of Jim Hogg, Webb and Zapata counties. The purpose to provide education, training and consultation services to existing and pre-venture small business owners (employers) and acquire and obtain knowledge for self-sustaining employment opportunities.

Fall 2003 Established and implemented the first Business Services Unit at the local workforce center for the South Texas Delivery area

The Laredo Chamber of Commerce:

2003-2006 Board of Director

2002-2003 Outstanding Board of Director of the Year

2001-2002 Committee Chairperson of the Year (Customer Service Committee)

2005 Small Business Administration Women in Business Champion of the Year Award

United Way of Laredo:

March 2009 Appointed Board Member

City of Laredo Public Library:

August 2008(3 year term) Appointed as an advisory committee member by the city's district councilman

AWARDS AND RECOGNITIONS

2016 Board of Trustees Recognition award as LCC Ambassador during the Presidential Search

2016 College President's Recognition award as a committee member for the 5th year SACS Interim Report Team

2015 Texas Workforce Commission awarded a \$175,000 Jobs Employment Training grant for the Diesel program

2014 Texas Workforce Commission awarded a \$250,000 Dual-Enrollment grant for equipment for the HVAC program

2013 State of Texas Comptroller's Office awarded a \$225,000 Jobs Employment Training grant for the Welding program

2012 The Workforce Education Division received the "5-Star Award in the Educational Services category"

2011 Appointed as the Program Manager to develop, coordinate and manage the Culinary Arts program from the acquisition of the \$350,000 USDA grant

PROFESSIONAL ASSOCIATIONS

Texas Association of Career/Technical Educators, Texas Association of Continuing Education Administrators, Texas Association of Community Colleges Association, Texas Community College Instructional Administrators, Texas Women in Higher Education, Laredo Chamber of Commerce Customer Service Committee Chair (2001-2002), Laredo Chamber of Commerce Workforce Committee Chair (2002-2004), Laredo Chamber of Commerce Board of Directors (Chairman appointee 2002-2003 and re-appointed until September term and expires 2006), Laredo Chamber of Commerce Small Business committee member (2004-2005), Laredo Association of Human Resources Management (President-elect for 2007 and President for 2007), Society For Human Resources Management member, Laredo Business and Professional Women's Association Membership Coordinator, Laredo Development Foundation member and National Association of Workforce Development Professionals member.

REFERENCES PROVIDED UPON REQUEST