

Danette E. Toone, Vice President of Academic and Community Initiatives

Education

Candidate for Doctor of Education, Community College Leadership Program (*in progress*), The University of Texas, anticipated graduation May 2009

Masters of Business Administration, University of Texas of the Permian Basin, 1986

Bachelors of Business Administration, Washburn University, 1981, Double Major in Finance and Economics

Employment History

1998 to Present – *Temple College*, 2600 South First Street, Temple, Texas 76504

- ✓ Vice President of Academic and Community Initiatives
- ✓ Associate Vice President of Advancement, Business, and Community Services
- ✓ Interim Director of Admissions and Records

1995 to 1997 – *Moore Development For Big Spring, Inc.*, Big Spring, Texas

- ✓ Executive Director

1991 to 1995 – *Howard College Business Development Center*, Big Spring, Texas

- ✓ Director



TEMPLE COLLEGE
TEMPLE, TEXAS

Job Description

JOB TITLE: Vice President, Academic and Community Initiatives
FLSA: Exempt
SALARY LEVEL: PL-10
DATE: September 10, 2003

The following duties, responsibilities, Knowledge, Skills and Abilities (KSA's), and physical requirements are intended to describe the general nature and level of work being performed. The information listed below is not intended to be construed as a complete listing of all duties, responsibilities, KSA's, and physical requirements required of this position since changes to the position may occur at any time or additional requirements that may be added over the course of time.

SUMMARY:

The Vice President for Academic and Community Initiatives (VP-ACI) reports directly to the President and serves as the senior officer in providing academic liaison to the external community and in developing and promoting partnerships to advance economic and career initiatives. The Vice President will provide leadership, as an extension of the President's office, resulting in increased advocacy, funding, partnerships, alliances and support, through engagement with external groups (industries, schools, and community based organizations) to aid Temple College in defining and achieving its goals and objectives. This position represents the College at the Regional Center for Innovation and Commercialization (RCIC) and is a liaison with the VP for Education Services and the VP for Administrative Services; provides leadership for the multiple academic partnerships with the Texas Bioscience Institute; directs partnerships with other educational and business partners, including the Temple Health and Economic Development District; and facilitates grant work with faculty and staff by assisting with understanding business objectives to effectively search for funding sources, assisting faculty and staff in developing and monitoring proposals, ensuring compliance with guidelines, interacting with funding agency officials, and applying proper accounting measures.

DUTIES AND RESPONSIBILITIES:

The incumbent will:

- Establish and implement short- and long-range organizational goals, objectives, strategic plans, policies, and operating procedures; monitor and evaluate programmatic and operational effectiveness, and effect changes required for improvement.

- Provide leadership and direction in all aspects of the establishment, implementation, promotion, and administration of the office by promoting student achievement in a learning centered environment.
- Provide on-site technical assistance, consultation, and management services to community organizations to improve service delivery and foster lasting relationships for educational, service delivery, and research purposes
- Represent the College and the needs of the community to local governments, other institutions of higher education, health care organizations, state legislature, community/civic groups, and prospective funding agencies.
- Foster and develop avenues of communication between College faculty and staff and community organizations and students; serve as liaison between the College, service area, and area communities in the collaboration, development, and maintenance of relationships with community organizations for educational, economic, and health service improvements.
- Identify local, state, and federal grant sources for services and programs; develop and monitor budgets; direct grants management and the financial reporting of grants; coordinate services with community groups and health care organizations.
- Serve on College planning and development committees; provide input into policies and procedures, curriculum development, fiscal management, develops strategies, and implement recommendations and policies.
- Establish commitment to the mission of the community college.
- Perform or oversee the completion of periodic evaluations of staff assigned to area.
- Perform miscellaneous job-related duties as assigned.

MINIMUM EDUCATION AND EXPERIENCE:

Doctorate in an appropriate field of study with five (5) years directly related and increasingly responsible/successful administrative experience or Master's Degree and seven (7) years directly related and increasingly responsible/successful administrative experience within a university, community college or similar institution.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

Knowledge of contracting process and associated local, state, federal, and other regulations. Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community. Skill in

budget preparation and fiscal management. Knowledge of community health care issues and concerns. Knowledge of communication principles, media, and marketing techniques. Skill in examining and re-engineering operations and procedures, formulating policy, and developing and implementing new strategies and procedures. Diplomatic and negotiation skills. Knowledge of community health care and vocational services. Ability to plan community projects and consult with communities regarding planning techniques. Strategic planning skills. Knowledge of federal, state and/or community funding sources. Ability to develop and present educational programs and/or workshops. Demonstrated skill in the establishment, administration, and promotion of collaborative community-based programs.

PHYSICAL EFFORT:

Light physical activity is required with occasional lifting of objects up to 15 pounds.

WORKING CONDITIONS:

Work is normally performed in an office setting. Duties will require travel in personal or school owned vehicles.

SUPERVISOR OF:

Office Manager, Department Chairs

DIRECT SUPERVISOR:

President, Temple College