



# Summary

*Quality Assurance (QA) monitoring activities:*

- *TWC Annual Monitoring*
  - *Draft Plan for Responses*

*Staff are not requesting Board action at this time.*

# TWC Annual Monitoring – Exit Conference Report



TWC conducted its Annual Monitoring and completed the onsite testing from October 10<sup>th</sup> through the 24<sup>th</sup>. The Exit Conference Report included the following items (these may change when TWC issues the Final Report):

## *Fiscal Disbursements (repeat finding, and potential questioned costs):*

- Syndicate Wave – Procurement Consultant
- Martin & Drought – Legal

## *Leases (repeat finding):*

- Marbach Workforce Center
- San Antonio Food Bank
- Port Authority of San Antonio

# TWC Annual Monitoring – Exit Conference Report



## *Procurements:*

- *Professional Development Training Services for Childcare Providers*
- *Mechanical Services (Handyman)*

## *Personal Identifiable Information (PII):*

- *TWC Walkthrough at the Marbach Workforce Center*
  - *Lack of barriers to cover/secure PII at the reception desk*
  - *Unsecured emails and passwords in staff cubicle*

## *Next Steps:*

- *Initial Resolution Notification with 45 days for WSA to resolve issues.*

## Update:

In the 2023 monitoring report, TWC indicated that the Board improperly amended two (2) contracts by adding services to existing scope and increasing costs not provided for by the original proposal solicitation and contract documents. Amending contracts beyond the original scope, length, and amount is not permitted unless provided for in the original contract.

Item	Point at Issue	Issue
<b>Legal Services Contract</b>	Amended to increase the budget	The contract exceeded the budget of \$90,000 annually
<b>Procurement Consultant Contract</b>	Extended and increased scope of the contract and increased the budget	The contract exceed budget of \$20,700 over a four-month period
<b>Lease – San Antonio Food Bank</b>	Needs Determination and Market Assessment were improperly dated.	Needs Determination and Market Assessment were dated after lease execution.
<b>Lease – Port Authority San Antonio</b>	Needs Determination and Market Assessment were improperly dated.	Needs Determination and Market Assessment were dated after lease execution.

**Controls Update:** As an outcome of the recommendations and technical assistance provided from TWC, the Board shall take the following steps to continue to strengthening controls around procurement processes.

- Develop expenditure tracking processes and reporting monitor budget spend rates to prevent exceeding unauthorized contract expenditures.
- Revise Standard Operating Procedures to outline the conditions for amending contracts, including proper procedures adding additional services that were not originally procured.
  - Procurement staff will expand coordination with the Fiscal department, Programs and Operations, and Quality Assurance as appropriate to obtain necessary information to complete each amendment.
  - Include topic in monthly Board staff training.
- The Board staff will conduct a subsequent internal review of all property leases. This process will further analyze the existing leases to ensure they align with the TWC's Financial Manual for Grants Contracts, and WSA Lease Procurement procedures.



Questions or Comments?





# NOMINATIONS COMMITTEE REPORT



## WORKFORCE SOLUTIONS ALAMO BOARD

### NOMINATION SLATE

#### BOARD CHAIR

PLACE #	BOARD MEMBER	CATEGORY	COMPANY	INDUSTRY	INITIAL CERTIFICATION	CURRENT TERM	GENDER	RACE	HISP	CC	VET
4	Leslie Cantu	Private Sector	Toyotetsu Texas, Inc.	Manufacturing	12/5/2017	1/1/21-12/31/23	F	W	N	N	N

#### BOARD VICE CHAIR

PLACE #	BOARD MEMBER	CATEGORY	COMPANY	INDUSTRY	INITIAL CERTIFICATION	CURRENT TERM	GENDER	RACE	HISP	CC	VET
1	Mary Batch	Private Sector	Caterpillar ISPD	Manufacturing	11/16/2015	1/25/23-12/31/25	F	W	N	N	Y

#### BOARD SECRETARY

PLACE #	BOARD MEMBER	CATEGORY	COMPANY	INDUSTRY	INITIAL CERTIFICATION	CURRENT TERM	GENDER	RACE	HISP	CC	VET
7	Yousef Kassim	Private Sector	E-Legal, Inc.	Professional, Tech	12/5/2017	1/1/21-12/31/23	M	Other	N	N	N
18	Dr. Sammi Morrill	Education	Alamo Colleges Dist.	Educational Serv.	1/7/2020	1/25/23-12/31/25	F	W	N	N	N



Nominated by Joshua Schneuker

<b>WSA BOARD MEMBER</b>	<b>PLEASE SELECT FROM THE DROP DOWN BOX TO SELF NOMINATE OR NOMINATE A BOARD MEMBER</b>
Mary Batch	VICE CHAIR
Betty Munoz	
Becky Butler Cap	
Leslie Cantu	CHAIR
Esmeralda Perez	
Anthony Magaro	
Yousef Kassim	
Ben Peavy	
Jerry Graeber	
Lowell Keig	
Diana Kenny	
Robby Brown	
Lisa Navarro Gonzales	
Eric Cooper	
Elizabeth Lutz	
Ana DeHoyos O'Connor	
Dr. Burnie Roper	
Dr. Sammi Morrill	
Angelique De Oliveira	
Josh Schneuker	
Mitchell Shane Denn	
Kelli Rhodes	
Allison Greer Francis	
JR Trevino	
Dawn Dixon	

Nominated by Eric Cooper

<b>WSA BOARD MEMBER</b>	<b>PLEASE SELECT FROM THE DROP DOWN BOX TO SELF NOMINATE OR NOMINATE A BOARD MEMBER</b>
Mary Batch	VICE CHAIR
Betty Munoz	
Becky Butler Cap	
Leslie Cantu	CHAIR
Esmeralda Perez	
Anthony Magaro	
Yousef Kassim	SECRETARY
Ben Peavy	
Jerry Graeber	
Lowell Keig	
Diana Kenny	
Robby Brown	
Lisa Navarro Gonzales	
Eric Cooper	
Elizabeth Lutz	
Ana DeHoyos O'Connor	
Dr. Burnie Roper	
Dr. Sammi Morrill	
Angelique De Oliveira	
Josh Schneuker	
Mitchell Shane Denn	
Kelli Rhodes	
Allison Greer Francis	
JR Trevino	
Dawn Dixon	

Nomination by Anthony Magaro

WSA BOARD MEMBER	PLEASE SELECT FROM THE DROP DOWN BOX TO SELF NOMINATE OR NOMINATE A BOARD MEMBER
Mary Batch	
Betty Munoz	
Becky Butler Cap	
Leslie Cantu	
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Eric Cooper	
Elizabeth Lutz	
Ana DeHoyos O'Connor	
Dr. Burnie Roper	
Dr. Sammi Morrill	SECRETARY
Angelique De Oliveira	
Josh Schneuker	
Mitchell Shane Denn	
Kelli Rhodes	
Allison Greer Francis	
JR Trevino	
Dawn Dixon	

**From:** [Leslie Cantu \(TTTX\)](#)  
**To:** [Vanessa McHaney](#)  
**Cc:** [Anthony \(Tony\) Magaro](#)  
**Subject:** Re: Board of Director Chair Nomination  
**Date:** Tuesday, October 17, 2023 3:39:29 PM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[image003.png](#)  
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Yes, I accept the nomination. Thanks!

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**From:** Vanessa McHaney <vmchaney@wsalamo.org>  
**Sent:** Tuesday, October 17, 2023 4:23:01 PM  
**To:** Leslie Cantu (TTTX) <lcantu@ttna.com>  
**Cc:** Anthony (Tony) Magaro <tmagaro@swri.org>  
**Subject:** Board of Director Chair Nomination

**CAUTION:** This email originated from outside of the Toyotetsu organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello Leslie,  
We received a nomination for you to remain the Board of Director Chair.  
Do you accept this nomination?

Thank you,

**Vanessa McHaney**  
Administrative Assistant  
Cell: (469) 569-2054  
Main: (210) 272-3260  
Relay Texas: 1-800-735-2989 (TDD)  
Or 1-800-735-2988 or 711 (voice)  
100 N Santa Rosa St., Suite 120  
San Antonio, TX 78207  
[vmchaney@wsalamo.org](mailto:vmchaney@wsalamo.org)  
[WorkforceSolutionsAlamo.org](http://WorkforceSolutionsAlamo.org)



Career Center/ Address:

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# Leslie Suzanne Cantu

**1691 West Ditto Rd Poteet, Texas 78065 • (210) 464-5750**

## Qualifications Summary:

Workforce professional experienced working in office and manufacturing environments demanding strong management, technical, and interpersonal skills. Consummate professional dedicated to quality results. Multi-tasked, detail-oriented and resourceful in completing projects effectively. Capabilities include:

- *Management & Supervision*
- *Project Management*
- *Employee Relations*
- *Contract Negotiations*
- *Effective Communicator*
- *Change Management*
- *Placement/Staffing*
- *Strong Work Ethic*
- *Grant/Proposal Collaboration*
- *Strategic Thinker*
- *Critical Problem Solver*
- *Training and Mentoring*
- *Proactive/Innovative Leader*
- *Conflict Resolution*
- *Public Speaking*

## Experience Highlights:

### Human Resources

- Human resources oversight for over 900 exempt, non-exempt and variable workforce employees in a non union automotive manufacturing environment at two separate sites.
- Responsible for all staffing needs as well as handling workforce issues.
- Handled all EEOC, UI, ADA, FMLA and legal issues.
- Developed employee reward and recognition programs.
- Benefit administrator and 401k plan administrator.
- Managed policy development and implementation.
- Development & implementation of innovative recruiting stream programs for targeted populations such as justice involved, opportunity youth, intellectual & developmental disabilities, homeless veterans and low-income residents.

### Environmental, Health, Safety & Security (EHSS)

- Oversight of ISO 14001 environmental program and policies
- Support ongoing audit programs and countermeasure development
- Administration of workers compensation program
- Corporate lead for EHSS collaborative working group for all North American facilities

### Accounting

- Assist in overall company budget development
- Support financial target and goal setting activities for departments
- Lead profit improvement and cost reduction activities

### Workforce Development

- Assisted in the oversight of One-Stop Center Contract in excess of 14 million dollars.
- Provided recommendations and provisions based on contract obligations and performance measures.
- Served as a liaison for governing board and contractor for all internal and external monitoring.
- Oversight and development of the assigned programs at the Texas Workforce Centers by utilizing automated data systems, fiscal management and strategic planning information to analyze issues and make vital program decisions – instituted critical program changes.
- Coordinated on grant proposal writing teams for alternative funding projects.

## Employment History:

### **Toyotetsu Texas, Inc: 6/16 – present**

- *General Manager – Administration (June 2016 – April 2017)*
- *Assistant Vice President – Administration (May 2017 – May 2023)*
- *Vice President – Administration (June 2023 – present)*

### **Vutex Inc: 4/07 – 6/16**

- *Human Resources and Employee Relations Senior Manager (April 2007 – October 2015)*
- *Assistant Plant Manager (November 2015 to June 2016)*

### **Alamo WorkSource Career Center, SER Jobs for Progress, Inc.: 11/01 – 4/07**

- *Center Manager*
- *Assistant Center Manager*
- *Quality/Training Coordinator*
- *Training Manager*
- *WIA/Choices Supervisor*
- *Career Development Specialist*

### **Education and Training:**

B.S. Psychology Texas A&M University - May 2001  
Unique to the World – Supervisor Training – June 2007  
Positive Employee Relations Training – October 2007  
ISO 14001: 2015 Lead EMS Auditor Training – December 2018  
The Manufacturing Institute’s Women Make America Mentoring Program – 2022  
Trauma Response and Understanding for Employers – December 2022  
The Manufacturing Institute’s Women Make Honoree Leadership Program – April 2023  
Creating Psychological Safety in the Workplace – May 2023

### **Community Involvement:**

- San Antonio Women’s Chamber of Commerce - Board of Directors 2008 – 2011
- Alamo Labor Properties, Inc. - Board Chair 2010 - 2013
- TX FAME – Founding Member and Board of Directors  
Treasurer – 2016 - 2018  
President – 2019 to present
- Workforce Solutions Alamo – Board of Directors 2018 to present  
Vice Chair – 2020  
Chair – 2021 to present
- National FAME Advisory Council 2020 – 2021
- Highlands High School P-Tech Industry Advisory Board - 2020 to present
- Texas Association of Workforce Boards  
Board Member - 2021 to 2022  
External Relations Committee Member - 2021 to 2022
- Texas Department of Criminal Justice Industry Advisory Committee – 2022
- Texas Workforce Commission Adult Education and Literacy Advisory Committee – 2022 to present
- Kronkosky Second Chance Hiring Place-Based Initiative Advisory Committee - 2023

### **Speaking Engagements:**

- *Understanding Performance Measures*, Workforce Development Conference (June 2006)
- *HR Best Practices – The Interview Process*, Toyota Motor Manufacturing Texas Onsite Supplier Lunch & Learn Session (July 2014)
- *There must be 50 Ways to Leave Your Lover...and it Seems Like Even More for Employees Seeking Leave From Their Employer*, Strasburger’s Labor & Employment Breakfast Series (September 2015)
- *A Systematic Approach to Team Member Retention* – Toyota Motor Manufacturing Texas Team Texas Joint Meeting (April 2018)
- *Talent 2020: Growing Your Pipeline Through Smart HR and New Partnerships* - Toyota Supplier Executive Conference (May 2019)
- *Recruiting and Retention Strategies* - Toyota Supplier Executive Conference (May 2019)
- *A Holistic Approach to Workforce Innovation* – National Career Pathways Network Conference (October 2019)
- *Best Practice Sharing – Diversity Hiring Strategy*, Toyota Motor Manufacturing Texas Onsite Supplier Lunch & Learn Session (February 2020)
- *Workforce Development Initiative Panel Discussion* - San Antonio Manufacturers Association Luncheon (June 2021)
- *House Education & Labor Committee/Higher Education & Workforce Investment Subcommittee Testimony on TTTX 2<sup>nd</sup> Chance Hiring Program* (June 2021)
- *Sa Worx: Mind the Gap Series: Made in San Antonio: Manufacturing Made Better Panel Discussion* (October 2021)
- *Manufacturing Training Programs Panel Discussion* - San Antonio Manufacturers Association Luncheon (February 2022)
- *Fighting Poverty. Creating Opportunity. Panel Discussion*– Goodwill Industries of San Antonio Leadership Retreat (February 2022)

- *Texas Workforce Commission GRACE Conference – Panel Discussion: Businesses Successfully Hiring Second Chance Individuals (July 2022)*
- *City of San Antonio Ready to Work Justice Involved Employer Roundtable Panelist (August 2022)*
- *City of San Antonio Ready to Work Employer Engagement Panel with San Antonio Mayor Ron Nirenburg; Congressman Joaquin Castro; and US Secretary of Labor Marty Walsh (August 2022)*
- *LEAP HR Manufacturing Conference: What More Can We Learn from Innovators in Manufacturing Re-Thinking How to Attract & Inspire their Most Critical Production Line Talent – Panelist: AND Fireside Chat: Pioneering Talent Initiatives with the Manufacturing Institute and Toyotetsu (September 2022)*
- *SA Worx Employer Roundtable Webinar: National Disability Employment Awareness Month (October 2022)*
- *Texas Workforce Commission Texas Interns Unite InternAbility Conference- Employer Panel Discussion: Internships for People with Disabilities (February 2023)*
- *San Antonio Manufacturers Association Workforce Training Seminar: Employer Best Practice Partnership with Texas Workforce Commission Vocational Rehabilitation Services and Toyotetsu Texas(April 2023)*
- *The Manufacturing Institute Panel Discussion: Developing Partnerships & Sustaining Program (April 2023)*
- *Aspen Workforce Leadership Academy: Partnerships and Collaboration (May 2023)*
- *Texas Economic Development Council Conference: Panelist (June 2023)*
- *CAST Live Speaker: Leadership Journey (August 2023)*



**From:** Mary Batch  
**To:** Vanessa McHaney  
**Cc:** Anthony (Tony) Magaro  
**Subject:** Re: Board of Director Vice Chair Nomination  
**Date:** Tuesday, October 17, 2023 5:41:43 PM  
**Attachments:** [image001.png](#)  
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\*\*\*\*\*

Yes, I accept the nomination.  
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Caterpillar: Confidential Green

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**From:** Vanessa McHaney <vmchaney@wsalamo.org>  
**Sent:** Tuesday, October 17, 2023 3:23:27 PM  
**To:** Mary Batch <Mary.Batch@cat.com>  
**Cc:** Anthony (Tony) Magaro <tmagaro@swri.org>  
**Subject:** Board of Director Vice Chair Nomination

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For more resources, visit [security.cat.com/phishing](http://security.cat.com/phishing).

Hello Mary,  
We received a nomination for you to remain the Board of Director Vice Chair.  
Do you accept this nomination?

Thank you,

**Vanessa McHaney**  
Administrative Assistant  
Cell: (469) 569-2054  
Main: (210) 272-3260  
Relay Texas: 1-800-735-2989 (TDD)  
Or 1-800-735-2988 or 711 (voice)  
100 N Santa Rosa St., Suite 120  
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## MARY K. BATCH

2353 A1 Hill Road  
Aransas Pass, TX 78336  
Cell: 361-230-3221

marybatch@gmail.com  
[mary\\_batch@cat.com](mailto:mary_batch@cat.com)

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### SUMMARY

**H**uman Resources Talent Pipeline Consultant and leader experienced in development, growth and skill-up initiatives with focus on the enablement and engagement of the current and future workforce. Inclusive of communication techniques, instructional design, and program management. With strengths in fostering relationships (external and internal) through coaching, mentoring, developing team members and educating the community to meet business needs through organizational development and by addressing workforce issues with developing systems that encourage cross functional collaborations and a diverse workforce.

Developed strategic business cases and best practices to support community and business needs:

- Developed and implemented a Maintenance Fundamental Skills Training (MFST) program.
- Founding member of Texas Federation of Advanced Manufacturing Education (TX FAME) Alamo chapter and now establishing TX FAME Lone Star chapter in Comal & Guadalupe counties.
- Provided High School summer internships with STEM education partners since 2011. Author “High School Internship Toolkit”
- Established the Advanced Manufacturing Technician (AMT) & Advanced Technology and Manufacturing Academy (ATMA) for workforce future pipeline.
- Negotiate Contractual MOAs & Skills Grants between state agencies, local service providers & business legal teams.

### EXPERIENCE:

#### Caterpillar, Texas, Talent Pipeline Consultant – current

##### Seguin, Texas

Primary strategic partner to the business, developing talent pipeline strategy for a sustainable source of talent in Texas. Collaborating with the HR Business Partners and Talent Acquisition team, this role will develop and implement a strategy and workplans to build a strong talent pipeline for future hiring needs. Responsible for defining, creating, and implementing people programs that focus on future talent with technical schools, military programs, higher education institutions, school districts, and non-profit organizations to support short-term and fulfill the longer-term talent demands of our organization.

Excellent interpersonal skills are essential to establish strong relationships and influence others inside and outside the organization. The position will seek out, evaluate, and build strategic relationships and networks to support the strategy. This role also requires strong internal collaboration with HR and Recruiting teams to develop and execute successful events that build our diversity and employer brand.

#### Toyota Motor Manufacturing, Texas, Human Resources Talent Management Manager (16 years)

##### San Antonio, Texas

Support HR – Human Resources Development in the recommendation, development and implementation of core and fundamental training and development & workforce programs for all team members & future pipelines that contributes to long-term individual growth that supports the development based on business needs that leads to self-reliance. Through commitment and meeting daily challenges by responsibly creating a positive learning

environment that will support a diverse culture that respects people by maintaining the following principles: Effective teaching and coaching on a timely basis, maintaining flexibility and daily commitment to Teamwork and Cooperation.

- Successfully expanded the AMT program to the region and formed the TX FAME (non-profit) board with 16 companies strong; with 5 as founding companies that sponsor interns in a two-year working scholarship program to address future pipeline gaps. Board greatest milestones 1) is the Department of Labor recognizing the program as an apprenticeship. Detailed standards have been drafted and approved by the board and DOL. 2) Received IRS non-profit status June 2022.
- Developed individual specialists' capabilities on problem solving, technical skills and project management by ensuring all have completed TBP thorough panel completion; sustain problem solving skills by utilizing FMDS and understand development opportunities utilizing CDP and one on one weekly meetings.
- As part of our backyard strategy successfully launch the Advanced Manufacturing Technician (AMT) program to develop a future generational multi-skilled maintenance workforce in the recruitment and sponsorship of diverse students. Two graduated classes have yielded 20 STM hires with 22 in the pipeline.
- Fostering existing and new relationships at Alamo Colleges Systems in the collaboration of a new degree program that includes AMTEC national curriculum/certification for the training model for a robust AMT program.
- Develop a strategic plan and gained cross-functional consensus and approval with maintenance, manufacturing, and administration in establishing a skilled maintenance variable workforce hiring pathway to support closing plant maintenance gap.
- Team Member to Team Leader Development Program (TM\_TLDP) project successfully launched April 2012 and currently in second phase. *Results* of program to date: 44 TMs promoted to TL
- Cross-functional collaboration project with HR T&D and TPS teams that gained approval to initiate and support local community in manufacturing awareness by developing the Advanced Technology and Manufacturing Academy (ATMA) high school internship during the summer months at TMMTX – currently three consecutive summers have provided internships for 24 students at TMMTX.
- Cross-functional working group with Accounting & Finance, Alamo Colleges, and Texas Workforce Commission (TWC) to meet contractual and project management requirements with the awarded \$8.6M Skills Development Training Grant that supported the Tacoma launch (both production & maintenance TMs); activities included contractual amendments, monthly KPI reports to TWC. A standardized process and framework were established regarding the Skills Development Training Grant that will be valuable in the event another grant opportunity is available to TMMTX; this included the format for training rosters that aligned with TWC TIF requirements.
- Established the first HR and administrative FMDS board to manage team in Hoshin targets and daily KPI's; resulted in above target quarterly audits pass two years; team development of ownership of KPI's and understanding of PDCA; team successful achievements of meeting or exceeding Hoshin end year targets. Specifically, QCC participation rate has exceeded NA KPI's two years straight; OJD for managers went from 9% complete to 100% through reflection.

**Palo Alto Community College, Technical Trainer III (Supervisor & HR Support) (2 years)**

**San Antonio, Texas**

Supported and lead direct reports; including daily coaching and teaching based on individual development plans; monitored and reported progress; generated performance indicators, reported trends and best practices to meet customer needs. Management skills included resolving conflict, coaching, and developing of others, promoting teamwork, and performance management.

- Recruited, interviewed, hired, and terminated technical instructors.

- Managed and supervised a team of technical instructors that provided customized technical training for industry partners at the community college.
- Managed performance of direct reports, monitoring of individual performance and behavior through a standardized Performance Appraisal process.
- Conducted performance reviews, provided coaching, recommended instructor contract renewals.
- Supervised the development and delivery of competency-based, industrial technology contract training courses which meet current and anticipated industry needs for client/student demand. Supervise the scheduling and course development of the instructors.
- Conducted training audits and provided appropriate feedback.
- Train the trainer to cross train instructors in the industry field to deliver quality instruction.
- Coordinated and facilitated training schedules and curriculum strategies to meet the learning objectives goals for the CE Industrial Training Program(s).
- Analysis of training and development needs, definition of training programs content and identification of suppliers for the provision of development activities.

**Beam Tech Corporation, Principal Investigator (Engineer, Supervisor & HR support) (2 years)**

**San Antonio, Texas**

Reported directly to the CEO. Responsible in bringing new products to market by implementation of design & development, analyzing proposed product requirements and product development programs; establishing time schedules with engineering and manufacturing. · Introduced and marketed new products by developing time-integrated plans with sales, advertising, and production

- Skills including resolving conflict, coaching, and developing others, promoting teamwork, and performance management. Recruitment & Selection: job analysis, identification of requirements, person specifications, method of recruitment, production of advertising, liaison with external suppliers, short-listing and criteria-based interviewing.
- Managed staff to achieve performance goals. People management skills included conflict resolution, coached, and developed others, promoted teamwork, and performance management.
- Responsible for developmental and evaluation measures for assigning salary grades, analyzing, and conducting intermittent salary reviews.
- Completed operational requirements by scheduling and assigning employees; monitored project plan, communicated monthly, quarterly, and annual key performance indicators and reports.
- Lead to establish company policies, standard operating procedures, safety, and security protocol.
- Suggested suitable resolutions regarding employee relations problems and inferring company policies.
- Trained staff in the industry research field to deliver quality research analysis and product to support the SBIR (Small Business Innovative Research) grant.
- Performed analysis of training and development needs, defined training programs content.
- New hire orientation

**University of Texas Health Science Center, BIST IV (Engineer & Supervisor support) (12 years)**

**San Antonio, Texas**

Reported to the Director of Automatic Informatics Services. Responsibilities included the support of biomedical research and design strategies of prototypes. Worked directly with clients and business partners; supervised developed & evaluated technicians and engineers.

- Lead Engineer for the R&D division and implemented biomedical technology that meet the needs of the resident researchers at the Health Science Center.
- Project manager for most prototype projects – handled several projects concurrently.

- Consulted on proposed grants regarding support & design services.
- Supervisor and trainer for electronic/engineering technicians and St. Phillip's Bio-medical students.
- Managed staff to achieve performance indicators. Conflict resolution, coached and developed technicians, promoted teamwork.
- Interviewed, hired, cross-trained & made recommendations for terminations of biomedical technician's engineers and student co-ops.
- Provided technical support and training in the design, fabrication, and assembly, debugging and re-engineering of prototypes and existing biomedical instrumentation for researchers.
- Provided engineering design and support service in the areas of engineering research, consulting, design and fabrication of electro-mechanical/electronic instrumentation and systems, such as, embedded controllers, data acquisition, interfaces, digital/analog, etc.
- Developed training strategies for end users on the operation of biomedical/medical prototypes.
- Developed the servicing of pipette/pipetman(s) strategy and implementation plan within the Machining Division; including trained technician in the repair and calibration procedures; automated the certification of the calibration thorough software and hardware.

### **Key Points**

- Have acquired over 20 years of generalized experience in the field of human resource management.
- Have acquired over 28 years of manufacturing (TMMTX, Beam Tech Corporation, Rockwell, Safetrans and Lockheed, Toyota, Caterpillar)
- Have acquired over 27 years of supervisory experience (TMMTX, Palo Alto, Beam Tech Corporation and UT Health Science Ctr)
- Have significant academic background and training (18 years) in soft & technical skills.
- Have outstanding interpersonal and communication skills in both verbal and written.
- Demonstrated the ability to work independently to develop solutions to complex problems throughout current and previous employment.
- Have well-built positive employee relationships by creating a positive learning, coaching, and mentoring environment, while maintaining flexibility.
- Supports a diverse culture that respects & values people.
- Well organized and committed to teamwork and cooperation.

### **Organizations and Groups**

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>➤ TX FAME Alamo Chapter-Founding member and Treasurer</li> <li>➤ TX FAME Lone Star Chapter-Founding member</li> <li>➤ Appointed to Workforce Solutions Alamo (WSA) board – Vice Chair</li> </ul> | <ul style="list-style-type: none"> <li>➤ WSA Audit and Finance Committee - Chair</li> <li>➤ San Antonio Manufacturers Association (SAMA) Education Committee - Chair</li> <li>➤ Manufacturing Skills Standard Council Executive board</li> </ul> |
|---|--|

**From:** [Yusef Kassim](#)  
**To:** [Vanessa McHaney](#)  
**Subject:** Re: Nomination for WSA Board Secretary  
**Date:** Wednesday, October 18, 2023 11:42:41 AM

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Good morning,

Thank you for that. Yes, I do.

Best,

Yusef

On Oct 18, 2023, at 11:40 AM, Vanessa McHaney <[vmchaney@wsalamo.org](mailto:vmchaney@wsalamo.org)> wrote:

Good morning, you have been renominated as the Secretary for the 2024 calendar year.  
Do you accept this nomination?

Thank you,

**Vanessa McHaney**

Administrative Assistant  
Cell: (469) 569-2054  
Main: (210) 272-3260  
Relay Texas: 1-800-735-2989 (TDD)  
Or 1-800-735-2988 or 711 (voice)  
100 N Santa Rosa St., Suite 120  
San Antonio, TX 78207  
[vmchaney@wsalamo.org](mailto:vmchaney@wsalamo.org)  
[WorkforceSolutionsAlamo.org](http://WorkforceSolutionsAlamo.org)

-  
<[image001.png](#)>

Career Center/ Address:

-  
<[image002.png](#)>

<[image003.png](#)>

<[image004.png](#)>

<[image005.png](#)>

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# Yousef K. Kassim

(979)-824-3178 | yousef@easyexpunctions.com | 219 E Houston Street Suite 200, San Antonio, TX 78205  
<http://www.linkedin.com/in/kassim>

## **Special Skills**

- Licensed to practice law in Texas since 02/2014 (Bar No. 24075359)
- Fluent in Arabic (written and spoken); Some Spanish
- Financial modeling and analysis
- Leadership
- Software Development
- Extensive international travel experience throughout Europe, North America, and the Middle East.

## **Professional Experience**

### ***EasyExpunctions.com (Founder & CEO) Austin, TX then San Antonio, TX***

**October 2013-Present**

- Invented a system, method, and process for the automatic generation of documents (Patent No.: 20150212997 published on 07/30/15).
- Responsible for day-to-day operations, the vision, and the development and release of new products.
- Secured Venture Capital and angel investments from leading investors totalling over \$5MM.
- Grew business from idea to Texas state leader in first year.

### ***KPMG LLP, Advisory Practice (Associate) Austin, TX***

**June 2009-July 2010**

- Worked within the Advisory Group of a Big 4 Accounting and Consulting firm serving major public and private sector clients to help identify performance improvement opportunities within their Information Technology framework.
- Led the Advisory Team effort of the Annual KPMG Giving Campaign where we raised over \$70,000 for local charities through office events that encouraged employees to give through challenges and incentive programs designed by our team.

### ***BearingPoint Consulting., Global Energy and Chemicals (Business Analyst) Houston, TX***

**June 2008-March 2009**

- Provided consulting services to the IT functional group for a leading global engineering, construction and services company supporting the energy, petrochemicals, government services and civil infrastructure sectors. Worked in tandem with a small team that was appointed with the change management of the company's global SAP system and transition of the legacy system of a major Construction company acquisition. The functional areas include Accounting and Finance, Procurement of Materials and Services, Treasury, Time Management, and Project Control/Execution. Responsibilities were also communication with business end users, requirement analysis, assisting the compilation of detailed functional design, creation of various business process relevant documentation (e.g. Business Process Flow, Business Process Procedures), and functional testing post change implementation.
- Acted as a liaison between the business end users and technical developers within an organization during the client's acquisition of a major engineering, construction, and maintenance services company.

## **Education and Certifications**

Trinity University, San Antonio, Texas (May 2008)

**Bachelor of Science, Finance & International Business**

St. Mary's University, San Antonio, Texas (May 2013)

**Juris Doctorate (J.D.)**

## **Awards and Achievements**

- 2019 St. Mary's University School of Law Graduates of the Last Decade (GOLD) Council: Selected as a top 10 graduate of the last decade.
- 2019 American City Business Journals Influencers: Law: Selected to be on a national list of 100 attorneys by editors and staff writers across The Business Journals' network of more than 40 publications.

## **Current Board of Directors Obligations**

Workforce Solutions Alamo

Crosspoint, Inc.

E-Legal, Inc.



**From:** [Morrill, Sammi M](#)  
**To:** [Vanessa McHaney](#)  
**Subject:** RE: Nomination for Secretary  
**Date:** Wednesday, October 18, 2023 10:44:58 AM  
**Attachments:** [image006.png](#)  
[image007.png](#)  
[image008.png](#)  
[image009.png](#)  
[image010.png](#)  
[image011.png](#)

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\*\*\*\*\*

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**UNDER NO CONDITION** should you ever forward a suspected fraudulent email to anyone else.

\*\*\*\*\*  
\*\*\*\*\*

Awesome...yes. Please send me the responsibilities for the role.

Sincerely,



*Sammi M. Morrill, Ph.D.*  
**Alamo Colleges District**  
Associate Vice Chancellor, Operations  
Economic and Workforce Development  
2222 N. Alamo | San Antonio, TX 78215  
210-485-0758 (Direct)  
**Book an appointment:** <https://calendly.com/smorrill-alamocolleges>  
*Delivering Talent Solutions*

---

**From:** Vanessa McHaney <vmchaney@wsalamo.org>  
**Sent:** Wednesday, October 18, 2023 10:28 AM  
**To:** Morrill, Sammi M <smorrill@alamo.edu>  
**Subject:** Nomination for Secretary

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not provide personal or confidential information.\*\*

Hi Dr. Morrill,

You have been nominated for the Secretary office for the WSA Board of Directors calendar year 2024.

Do you accept this nomination?

Thank you,

## Vanessa McHaney

Administrative Assistant

Cell: **(469) 569-2054**

Main: (210) 272-3260

Relay Texas: 1-800-735-2989 (TDD)

Or 1-800-735-2988 or 711 (voice)

100 N Santa Rosa St., Suite 120

San Antonio, TX 78207

[vmchaney@wsalamo.org](mailto:vmchaney@wsalamo.org)

[WorkforceSolutionsAlamo.org](http://WorkforceSolutionsAlamo.org)



AmericanJobCenter

Career Center/ Address:



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# Sammi M. Morrill, Ph.D.

2633 Pillory Pointe • Schertz, TX, 78108

Cell: 210-831-4634 • E-Mail: sammi.morrill@gmail.com

## Highlights of Qualifications

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Accomplished senior-level administrator with in-depth experience in strategic and organizational planning, employee management and performance evaluation, institutional and programmatic accreditation, faculty and staff development, student disciplinary and academic standards, continuous quality improvement, and policy development, implementation, and compliance. History of success in leading academic affair units in the design, development, validation, and evaluation of credit and non-credit academic programs, integrating innovative training methodologies and technologies, and overseeing student service functions. Proven ability to collaborate across organizational functions and foster an evidence-based approach to increasing student success and institutional performance. Highly proficient in use of web-based querying and reporting applications, as well as learning content management and student information systems.

## Professional Experience

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### Associate Vice Chancellor, Operations

Alamo Colleges District, Economic and Workforce Development

Aug 2018 – Present

- Secured largest grant-funded initiative for Alamo Colleges - \$49.3M partner in the City's SA Ready to Work program
- Supervises six personnel, managing project assignments, employee performance, and staff development; setting expectations and accountability measures for more than 50 team members
- Provides leadership and direction for administrative functions and programming at eight education and training centers; works with staff, stakeholders, and public/private entities to analyze needs of surrounding community, develop strategic plans, and define measures of success
- Works with ACD, community organizations, and center advisory boards to improve marketing practices for centers, and networks with local public/private entities to promote attendance
- Oversees \$23M in cumulative, multi-year grant funding, including implementation, monitoring, and compliance with funding source and ACD policies and procedures – strong collaboration with ACD Finance Grants Office
- Partners with various District and college departments to continuously improve upon key work processes – responsible for cost-effectiveness and time-efficiency of day-to-day operations
- Analyzes departmental budget to ensure proper resource allocation and timely execution – strategic focus on business model of centers and fiscal compliance of grants

### Coordinator, Texas OnCourse (Part-Time, while completing dissertation)

The University of Texas at Austin, Office of Strategy and Policy

Mar 2016 – Jun 2016

*In May 2015, the Texas Legislature passed House Bill 18, assigning primary responsibility to The University of Texas at Austin for developing the Texas Postsecondary and Career Counseling Academy, now known as Texas OnCourse. This initiative is designed to support streamlined student pathways to postsecondary and career success across the state of Texas. It offers best-in-class online content modules and resources for secondary counselors, advisers and students, technology-enabled advising tools, and robust professional advisory and support networks.*

- Managed course design efforts for the online professional development content for middle and high school counselors and advisers
  - Analyzed existing offerings, resources, and content for integration with the Texas OnCourse suite of materials and planned training modules
  - Developed and coordinated target competencies, associated learning objectives, and assessment strategies
- Consulted on strategic planning for the overall initiative, to include outreach, technology infrastructure, and third-party evaluation criteria
- Developed protocol for the Content Advisory Committee and co-facilitated committee virtual meetings and in-person workshop



**Chief, Technical Training Standards and Policy**  
U.S. Air Force, HQ Air Education and Training Command

**Apr 2015 – Nov 2015**

- Planned and directed the activities of three branch personnel, ensuring technical and basic military training policy administration complied with legal and regulatory requirements and met the needs of a diverse, multicultural student body and staff
- Provided executive-level advice and functional expertise to inquiries from the Department of Defense (DoD), Air Staff, other services, AETC headquarters and subordinate organizations, major commands, and agencies concerning all aspects of training and education and campus operations
- Developed and managed major command policy and procedures for assigned AETC directives (e.g., faculty development and recognition, student administration, curriculum development, instructional technologies, and training evaluations), ensuring unified, cost effective, and quality training
- Collaborated with the Inspector General and communicated shortfalls in compliance and required corrective actions to campus administrators and leadership
- Represented Directorate at continuous improvement events, Tiger Teams, and Inter-service Training Analysis Groups

**Director, Training and Education**  
U.S. Air Force, 937<sup>th</sup> Training Group

**Jun 2013 – Apr 2015**

- Provided campus leadership, supervision, and evaluation for all health services career programs (areas of study included, but were not limited to: Diagnostic Medical Imaging—Radiology and Sonography, Medical Technology, Medical Laboratory, Pharmacy, Physical Therapy, Nuclear Medicine, Dental Laboratory, Dental Technology, Behavioral Health, Cardiopulmonary, Advanced Nursing, and clinical site training)
- Senior civilian for the Training Group and subordinate squadrons
  - Facilitated civilian personnel management activities, including civilian hiring actions, pay, awards, and professional development
  - Ensured legal, regulatory, and Equal Employment Opportunity (EEO) compliance
- Interpreted and administered academic policies and procedures, assuring compliance with local, Air Force and institutional and programmatic accreditation standards
- Advised the commander and squadron leadership on student disciplinary, academic, and behavioral health concerns
- Led strategic planning and process improvement efforts, e.g., streamlining student registrar functions/systems and defining course training standards
- Collaborated with faculty, curriculum developers, registrar, and additional staff and leaders to improve campus operations, student success, and the acquisition and implementation of training technologies
- Analyzed campus-wide metrics, to include student retention and completion rates, for summary reports and presentations to internal and external stakeholders
- Oversaw the implementation of a web-based compliance system and managed preparation efforts for the 2014 Inspector General Compliance Inspection—“Excellent” rating
- Chaired the Quality Review Council, approving class schedules and changes, validating total training requirement per student type (e.g., active duty, National Guard, AF Reserve, other services, and international personnel)
- Served on the Commander’s Executive Committee, responsible for reporting graduation analysis, compliance status, internal/external course evaluation trends, and summaries of all on-going process improvement events

**Chief, Quality Assurance/Training Evaluations**  
U.S. Air Force, 937<sup>th</sup> Training Group

**Nov 2009 – Jun 2013**

- Hired, trained, and evaluated six personnel, managing workload, project assignments, performance expectations, and staff development
- Established and managed training evaluation program for more than 160 health services’ courses, defining and monitoring quantitative and qualitative training metrics
- Managed the Air Force Medical Service Phase II Supplemental and Clinical Training program, validating a \$125 million training platform for 15 courses and 3,000 students annually
- Analyzed student graduation rates for 16 health services career and vocational pathways (11K students annually)
- Ensured campus-wide compliance with local, Higher Headquarters, and Air Force policies and directives
- Served as the Community College of the Air Force (CCAF) liaison
  - Developed and implemented all facets of the CCAF affiliation program for the newly established Medical Education and Training Campus, garnering affiliation candidacy for the first-ever multi-service school



- Certified accreditation standards—zero findings during the 2013 compliance visit
- Oversaw student feedback and complaint program, coordinating investigations and disposition with training departments and leadership, while maintaining confidentiality
- Served as a member on the Inspector General Compliance Team (2011 and 2012)
- Led strategic working group in creation of the first DoD registrar system interface, reducing redundant entries and error rates
- Led the multi-service Medical Education and Training Campus, Academic Integrated Process Team for Faculty Development, setting standards and criteria for faculty qualifications and faculty development

#### **Director, Academic Affairs**

**Sep 2007 – Nov 2009**

U.S. Air Force, USAF School of Aerospace Medicine

- Supervised eight personnel, managing workload, project assignments, performance expectations, and staff training and development
- Provided direction, consultation, and quality assurance for the design, development, validation, and evaluation of all Aerospace Medicine career pathways (e.g., Public Health, Biomedical Engineering, Aerospace Physiology, and Expeditionary Training)
- Assured curriculum and instruction were compliant with Air Force requirements for more than 60 technical and advanced training courses (credit and non-credit awarding)
- Formulated and executed academic policies in concert with the Associate Dean Executive Council
- Oversaw campus compliance with the Community College of the Air Force (CCAF) institutional requirements
- Member of the CCAF STARS-FD Tiger Team, validating system requirements and functionality for the first web-based, real-time faculty credentialing system
- Member of the Academic Review Board, assuring student due process in accordance with policies and providing recommendations for academic dispositions (continuation or dismissal of students)
- Developed office financial plan and monitored quarterly budget execution

#### **Training Accessions and Classifications/Policy Administrator**

**Jul 2006 – Sep 2007**

U.S. Air Force, HQ Air Education and Training Command

- Managed the classification of Basic Military Training (BMT) students into Air Force career paths, assuring accuracy in pre-qualifications and efficiency in course scheduling
- Monitored the budget execution of funded student training quotas (seats) for the AETC Mission Readiness Training Program
- Managed and revised faculty development and qualification policies/procedures through shared governance, impacting approximately 1,500 instructors across five main campuses
- Facilitated the AETC Instructor Awards Program
- Command liaison to the Community College of the Air Force--responsible for policy alignment and support of regional accreditation standards

#### **Instructional Systems Specialist**

**Jan 2004 – Jul 2006**

U.S. Air Force, USAF School of Aerospace Medicine

- Managed the curriculum development and evaluation for more than 20 introductory and advanced vocational courses (e.g., Public Health, Critical Care Air Transport, Centers for Sustainment of Trauma and Readiness, etc.)
- Performed training analysis, comparing quantitative and qualitative feedback results to course standards for the identification of quality or performance gaps and recommended strategies for improvement
- Led the quarterly New Instructor Orientation, discussing faculty expectations and presenting academic policies
- Evaluated instructor performance in the classroom, sharing effective instructional methods and techniques to improve the teaching and learning environment
- Managed the campus Community College of the Air Force instructor compliance program, ensuring faculty credentials met the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) guidelines, and monitoring Teaching Internship completions for approximately 100 faculty members
- Member of the Brooks City-Base Junior Force Council, charged with building a mentoring culture, improving morale and retention, and developing career paths and progression for junior force civilian personnel

**Training Instructor, Heating, Ventilation, Air Conditioning and Refrigeration**  
U.S. Air Force, 366<sup>th</sup> Training Squadron

**Feb 1999 – Jan 2004**



- Conducted classroom and laboratory instruction in the fundamentals of electricity and low/high temperature soldering (3 - 4-week portion of the HVAC/R course)
- Served as subject matter expert, responsible for accuracy of curriculum, implementation of training technology, and effectiveness of instructional delivery
- Provided student academic advising/tutoring and behavioral counseling in accordance with established policies and procedures
- Managed a major course revision project, working hand-in-hand with subject matter experts/instructors to develop and revise more than 800 pages of curriculum
- Collaborated with faculty and leadership to devise student readiness initiatives and academic support services/programs

## Education

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**Doctor of Philosophy, The University of Texas at Austin**

**2017**

Specialization: Educational Administration

Dissertation: *From Benefits to Success: Post-9/11 Student Veterans' Educational Outcomes at a Texas Community College*

**Master of Arts, Midwestern State University, Wichita Falls, TX**

**2002**

Major: Human Resource Development

**Bachelor of Science, Midwestern State University, Wichita Falls, TX**

**1997**

Major: Interdisciplinary Studies – Life Science

## Professional Awards

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Distinguished Employee – Alamo Colleges	July 2021
Civilian Meritorious Service Award	2015
882 TRG Civilian of the Year	2010
Special Act/Service Award	2009
Category V Civilian of the Year	2005
Notable Achievement Award	2002
Letter/Certificate of Commendation	2000
Technical Training Civilian Instructor of the Year	2000

## Certifications and Memberships

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**Texas Elementary (Grades 1-8)**

Life-Time Certification

Certified under maiden name: Sammi M. Gidney

**Association for Talent Development**

Member #: 10257454

**National Association of Workforce Development Professionals**

**Kappa Delta Pi – International Honor Society in Education**

**Alpha Chi – National College Honor Society****Conferences**

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<b>NASPA Symposium on Military Connected Students</b>	<b>2017</b>
Presenter (Session Title: <i>From Benefits to Completion: Student Veterans' Educational Attainment at a Texas Community College</i> )	
<b>Texas Higher Education Symposium</b>	<b>2016</b>
Chair, Pre-Symposium Committee & Presenter	
<b>NISOD International Conference on Teaching and Leadership Excellence</b>	<b>2014</b>
Volunteer & Presenter (Session Title: <i>From Subject Matter Expert to Effective Instructor</i> )	

**Volunteer Positions**

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<b>Workforce Solutions Alamo</b>	<b>2020</b>
Board of Directors – Representing Education	
<b>Schertz Economic Development Corporation</b>	<b>2018</b>
Board of Directors	





# COMMITTEE OF SIX CHAIR AND/OR PARTNER STAFF REPORT





# CEO REPORT



# Letters of Support

- **San Antonio Independent School District:** Applied for \$3,425,000 to \$4,425,000 Perkins Innovation and Modernization (PIM) Grant Program for Career-Connected High Schools to improve access and attainment of dual credit, work-based learning, and industry-based certifications through CTW programs (56 different certifications over 28 programs of study, impacting approximately 10,000 students).
- **City of Hondo:** Applied for the Strategy Development Grant and Recompete Plans Pilot Program offered by the U.S. Economic Development Administration.
- **UTSA's:** Proposal Responding to Notice of Funding Opportunity on OSD ManTech Program in Manufacturing Education and Workforce Development (M-EWD).  
Empowering Tomorrow's Makers: A Comprehensive Approach to Educating and Preparing the Next Generation in Advanced Manufacturing.

# Letters of Support

- **Ecority:** Applied for \$14 million for two applications to the U.S. Environmental Protection Agency for grant funding under the Greenhouse Gas Reduction Fund for a Clean Community Investment Accelerator and a National Clean Investment Fund.
- **Thrive Point Academy:** Applying to TEA to become a high-quality, open enrollment charter school in San Marcos. They have a non-traditional approach to education coupled with a student success coach providing a safety net for students that are having trouble in traditional schools.
- **Simulation Equipment for Education Development and Safety (SEEDS):** Proposal responding to the Texas Higher Education Coordinating Board for The San Antonio College (SAC) Consortium with the Southwest Texas Junior College (SWTJC) and Wharton County Junior College (WCJC) to fund safe clinical simulation lab training experiences and upskill the learning environment of students who wish to join the field of healthcare and nursing to attain a BSN Degree.