

Dr. Robert Muñoz

To the search committee:

I am sending this letter of interest for the position of Vice President of Middle Rio Grande Campuses; I believe that my background; education, work experience in and outside higher education will fit very well with your college's needs. I have over ten years' experience working in a multi-campus district made up of five physical campuses and one virtual. As a founding senior administrator of the Trinity River Campus, I helped build a campus from the ground up working closely with our district facility team, transforming a former corporate headquarters into a vibrant campus that is meeting the needs of credit and non-credit students and the community around our downtown area. I have built strong partnerships with local school districts, civic organizations, non-profits and local leaders. I have also developed strong working relationships within our district and I believe have a reputation as a go to person who can get things done and works from the one college perspective.

Our campus is charged with the growth and development of the District's Nursing and Allied Health Programs. My area has been responsible for non-credit short-term certificate programs such as Phlebotomy, Pharmacy Tech and Nurse Aid, plus advance certificates and professional development of health care professionals. I am proud that for 2017-2018 we have a 94% pass rate on qualifying exams in CNA, Phlebotomy and EKG. I am also working with Fort Worth ISD's Texas Academy of Bio-Medical Sciences, our early college high school. Along with presenting to parents and students about the allied health programs we offer, I worked with their staff to offer a summer bridge program. We have been able to offer dual credit students from Mansfield ISD certificates of completion in areas such as Central Sterile Processing, Phlebotomy, EKG Tech and Physical Therapy Tech. While my department does not oversee the nursing program, my area has collaborated with them in our Fast Start Program that is designed for those who were medics in the military and paramedics. I have been instrumental in

connecting our bilingual nursing program faculty and students to our community through events such as the North Texas Wellness Fair and Carnival de Salud. Both events aimed at providing screenings and information services to our growing Hispanic population.

My seven years leading the Workforce, Distance Education, Title V and Continuing Education at Odessa College provided me with a unique opportunity to expanded on-line and dual credit offerings beyond Odessa to 16 communities and school districts located in the 13 counties the college serves. I also supervised personnel and course offerings at the Odessa College Pecos Technical Center, located 73 miles west of the main campus and at the Andrews Business and Technology Center 30 miles to the north of the main campus; both of these facilities partially funded through federal grants. The Andrews Campus owned by the city of Andrews, housed our Licensed Vocational Nurse program. Odessa College shares space with the local branch of the University of Texas, the University of Texas at the Permian Basin. Even though we often compete for the same students, I established a strong working relationship with the President and key staff members of the university. My final years serving Odessa College were as dean of Workforce and Technical Studies building and supervising staff and programs such as welding, machine shop, cosmetology and truck driving.

While I served as a leader on my campus and in the district, I am equally proud of my role as a leader in the communities that I served. At Odessa College and Tarrant County College, I had the honor to serve on several local community boards. In Odessa my President and mentor, Dr. Vance Gipson encouraged me to be an active member of the community. Serving as chair of Workforce Development for the Odessa Chamber of Commerce allowed me to be at the negotiating table while our community worked to attract new business and industry. It was by serving on the chamber board that I was able to receive one of the greatest honors in my life. I was the Chair for 2004-2005, becoming the first minority to do so in the Chamber's history. I also had the opportunity to serve and chair different city and community boards. Serving on those boards allowed me to attend and represent Odessa College through our service area. In Fort Worth I serve on the Central Area Council of the Fort Worth Chamber of Commerce (Chair 2010-2012), The United Way of Tarrant County cabinet, the Hispanic Wellness Coalition of Fort Worth (President 2015-2017), Girls Inc. Board, recently named treasurer. Because of

my ability to speak Spanish I am often called upon often to speak to parents, community groups and Hispanic organizations about TCC and its various programs and services that the college provides. I am humbled that Hispanic serving organizations believe I opened doors to the college that were not there before. I am honored to be a recipient of awards such the Hispanic Women's Network of Fort Worth's Brillo Award in 2012, the Hispanic Heritage Award in 2014 and the Fort Worth Hispanic Chambers Champion in 2015. Last May at their annual Gala the Fort Worth Hispanic Chamber recognized my service and work in the community with the chairman's award.

Within the Tarrant County College District, I have been able to provide leadership on projects like the Men of Color Mentoring Program tied to our efforts to recruit and retain more Hispanic and African American males who are falling behind their female counterparts in our district. I linked the college to The Texas Education Consortium for Male Students of Color housed at the University of Texas at Austin. Our goal is to increase the college completion of men of color in Texas. It was my honor to serve the consortium and our students on the state executive committee. I also served on the college District's Developmental Education Committee, Student Success Council, STEM council, grants council and the American Association of Community Colleges (AACC) Pathways Committee. I was part of TCC's District Southern Association of Colleges and Universities' accreditation site and visit committee. I also work closely with our veteran's office and my area cosponsored the Veterans Coalition of Tarrant County (VETCO) conference that focused on transition from military to civilian life. I moderated the session on Workforce Development with leaders from the Fort Worth Hispanic Chamber, The Fort Worth Chamber of Commerce and the Metropolitan Black Chamber of Commerce. The session focused on how to work together to bring jobs to the Fort Worth area.

I continue learning and growing through TCC's leadership development. In September of this year, I attended the Future Presidents Institute held by AACC in Washington D.C. I also recently completed the NACCE Entrepreneurial Certification Program. The program's objective is to train Community Colleges' leaders in entrepreneurial mindset process, which is becoming increasingly important as state funding for community colleges across the nation is decreasing. I have also completed

Clifton Strengths Finder training. My top five strengths of Individualization, Futuristic, Intellection, Relator and Strategic have helped me individually and collectively as a leader to continue developing myself and those around me.

At Odessa College, I supervised two Title V Hispanic Serving Institute Grants from the United States Department of Education. One of the grants established a training center and funded staff to train faculty on on-line class instruction. The other grant provided staffing for the Andrews, Texas Business Training Center. It was my responsibility to ensure that all funds expenditures were within the appropriate guidelines allowed. We were also fortunate to receive two large work force grants from the Texas Workforce Commission. Both these grants were tied to new business that relocated to Odessa. Prior to leaving Odessa College, as Dean of Workforce and Technical Studies, the college received a 1.75-million-dollar grant from the United States Department of Labor that allowed us to create a new 30 bay welding training center. This training center met the needs established in a report authored by the Odessa Chamber of Commerce. This center is still in use today and continues training much-needed welders in the region.

Most recently at TCC Trinity River, I worked with Liz Sisk, Senior Donor Relations Officer from the Tarrant County College Foundation to secure a \$5000.00 grant from Lockheed Martin and \$5000.00 from the Doss foundation to support the year-round expansion of our Latina STEM Fellowship. The fellowship's goal is to promote and increase female participation in the Biological and Biotech sciences. The fellowship had previously been funded by two successful Texas Governors Summer Merit grants. The summer of 2013. In 2018, I served the District as the Project Manager for our Summer Merit Grant Program with over \$76,000.00 and providing offerings at three of our six campuses. Because of our success working as One College, we were recognized with the Chancellor Excellence Award on November 16, 2018. This fall I lead the employee giving campaign on our campus resulting in a 70% participation rate and collecting \$29,000 in funds that will go to our student's scholarship funds. I have also worked on fund raising

My time as a dean at Odessa College gave me the opportunity to serve on our State Higher Education Coordinating Board on the Distance Education Advisory

Committee and on-site visit teams that reviewed technical programs in the state of Texas. The Distance Education Advisory Committee would meet quarterly in Austin at the Higher Education Coordinating Board office and reviewed distance education plans for all the colleges and universities in Texas. We made recommendations for improvement or moved forward to recommend approval to the coordinating board. As a member of the Site Visit Team, we visit community colleges in Texas and review their technical programs to ensure compliance to the state standards. The team recommended which programs should be exemplary. Odessa College received exemplary distinction in 1998 for the Management Program that I chaired. I was honored to serve as department chair for six of my seven years of fulltime teaching.

In closing, my community college experience has provided me with opportunities to serve the communities I have lived in. I have presented at conferences, worked with state and federal representatives, senators and congressional representatives. I have been part of collaborations in higher education across the state of Texas and within our campuses. I have worked at a rural community college and in a multi campus urban system. Outside of higher education, I have worked as an adult probation officer, in manufacturing of drilling rigs and drilling equipment, foodservice and ran a waterpark for four summers. I believe these experiences, my 30+ years of service in community colleges and my strong work ethic have prepared me to lead your campus. I look forward to a face-to-face conversation and discuss why I believe that I am the right fit to serve as your next Vice President.

Sincerely,

Robert M Munoz Ed. D