

INTERFACE

A PUBLICATION OF THE COMMUNITY COLLEGE PROFESSIONAL BOARD STAFF NETWORK IN COOPERATION WITH THE ASSOCIATION OF COMMUNITY COLLEGE TRUSTEES

PROFESSIONAL BOARD STAFF NETWORK 2008–09 EXECUTIVE COMMITTEE

OFFICERS

Carol Gregory, President
Executive Assistant to the President and Board
Rose State College, Okla.
cgregory@rose.edu

Terri Grimes, Secretary
Executive Assistant to the President/Board
Highland Community College, Ill.
terri.grimes@highland.edu

BJ Marcil, Vice President
Administrative Assistant to the President/Board of Trustees
North Arkansas College
bjmarcil@northark.edu

Pamela Perkins, Immediate Past President
Administrative Assistant to the President
Seward County Community College, Kan.
pam.perkins@sccc.edu

MEMBERS-AT-LARGE

CENTRAL REGION

Joan Tierney
Administrative Assistant
Joliet Junior College, Ill.
jtierney@jjc.edu

NORTHEAST REGION

Brittany Williams
Executive Assistant to the President/Director, Board Serv.
Atlantic Cape Community College, N.J.
bwilliam@atlantic.edu

PACIFIC REGION

Robin Lewison
Executive Assistant to the Chancellor
San Diego Community College District, Calif.
rlawison@sdccd.edu

SOUTHERN REGION

Sherri Bowen
Executive Assistant to the President
Forsyth Technical Community College, N.C.
sbowen@forsythtech.edu

WESTERN REGION

Debbie Novak
Assistant to the College President
Colorado Mountain College
dnovak@coloradomtn.edu



Standing Strong During Tough Economic Times

Members of the Professional Board Staff Network have an unofficial slogan of “It’s what we do.” One of the “things PBSNs do” best is support our presidents and board members during both the good times and the hard times. Recently, I sent an e-mail to all those who support community college presidents and boards encouraging them to attend this fall’s

Congress in San Francisco. The reality of the downturn in the economy hit home when I received many replies saying that travel budgets had been cut. Although disappointed, no one complained, instead saying they fully understood and supported the necessary cuts.

During my 39 years in higher education, I’ve experienced hard economic times when there were no pay increases and travel budgets were cut, among other challenges. But those hard times passed and better days came — and they will come again. In the meantime, it is so important that those in the role of professional board staff do everything possible to project a positive attitude to those we serve — the students — and to those with whom we work. The Professional Board Staff Network will make every effort to increase our electronic connectivity during these tough times through a PBSN message board currently under construction and through ACCT’s Web site. All materials for the three-hour workshop and the business meeting to be held in San Francisco will be made available to those unable to attend via these two methods.

For those planning to attend, your PBSN Executive Committee is enthusiastically planning for the 2009 Congress. For the first time, PBSN will host a Meet and Greet session on Wednesday afternoon to provide an opportunity for members to get better acquainted and review the sessions for the week. Please plan to join us; dress will be casual (or travel wear). The three-hour workshop on Thursday will include presentations on our new message board; improving writing skills; preparation of board agendas and minutes by traditional as well as electronic means; and the transition process from traditional to electronic methods. There will also be 30 minutes for open discussion, driven by participants. During the business meeting on Friday, the 2010 officers will be identified with the election of a secretary and five member-at-large positions. I hope you will consider becoming a part of the PBSN executive committee and come prepared to be nominated for one of these positions. It is truly a wonderful (and growing) experience. (The PBSN By-Laws can be found on the ACCT Web site, at www.acct.org/membership/pbsn/charter.php)

On the following pages, Vice President BJ Marcil provides information about the PBSN’s current executive committee members, who share in their own words the opportunities they have experienced in their higher education careers. We look forward to seeing you or “talking” to you electronically in the near future.

CAROL GREGORY
2009 ACCT PBSN PRESIDENT
ROSE STATE COLLEGE, OKLA.

INTERFACE

Your PBSN Executive Committee, In Their Own Words

By BJ Marcil, North Arkansas College



In these difficult economic times, it often seems like we are all by ourselves, and that no one knows how hard we have worked to get where we are in our careers. As you read on, I want to introduce you to a few members of your PBSN Executive Committee, who will share in their own words how they arrived at their current positions.

“I am enrolled in the master of public administration program as a distance learning student. I continue to grow as an individual in my career by stepping outside the box.”



SHERRI WEDDLE BOWEN
Southern Region
Executive Assistant to the President,
Forsyth Technical Community College, N.C.

I began my career at Forsyth Tech in 1989 as a part-time secretary in the Allied Health Department while attending classes. I received

my associate degree and went to work full time at North Carolina Baptist Hospital. In 1993, I applied for the position as secretary to the assistant dean of the Allied Health Division at Forsyth Tech, later moving up the ladder in 1996 to staff associate to both the vice president of community relations and development and the director of marketing and public information. In 1998, these two divisions split, and I stayed with the marketing department. This is where my computer knowledge began to grow, as I worked on both PCs and Macs. In 2000, I was promoted to public information specialist in marketing. In 2002, I applied for the administrative assistant to the president, and by 2005, I had completed my bachelor's degree in business administration and was promoted to my current position as the executive assistant to the president. Currently, I am enrolled in the master of public administration program as a distance learning student. I continue to grow as an individual in my career by stepping outside the box. I have obtained a diploma in automotive systems technology, am licensed as an Emergency Medical Technician, and became FEMA certified in 2009.

“This is a very rewarding position, always changing and challenging me to keep learning.”



TERRI GRIMES
Central Region
Executive Assistant to the President and Board Secretary, Highland Community College, Ill.

My first job was right out of high school at a local cable television office. I ran the camera for some on-air events (ballgames, news shows, etc.) and also worked in the office. I then went to work at a community mental health center as the assistant to the president, where I stayed for 18 years. Then 12 years ago, I came to Highland Community College as the executive assistant to the president and board. This is a very rewarding position, always changing and challenging me to keep learning.

INTERFACE



DEBBIE NOVAK
Western Region
Executive Assistant to the President,
Colorado Mountain College., COLO.

I began my professional career in my teens as a waitress. At 21, I attended Northern Illinois University for one year. My next position was data input (back when computers were as big as a room). That led to a typesetting position at a food service organization, which was where I became an administrative assistant. After several years, the company moved out of state. I was asked to relocate, but the timing was not right. I moved to Colorado and worked at an accounting firm, and then my husband and I started our own company. I was a one-person office, doing everything from answering phones to making signs... all while raising two children. After selling the company, I began my career at Colorado Mountain College in the student development office. After one year, the position of executive assistant to the president/board of trustees opened. I applied, and here I am in my dream job. It is very busy, but I can still think about what I am doing, unlike when I owned my own business, and I don't have to worry about paying the bills.

"I applied, and here I am in my dream job."

"I was working with a new president with an exciting vision for the institution. I jumped on the opportunity to be involved in public policy from a higher education perspective."



BRITTANY WILLIAMS
Northeast Region
Associate Dean of Human Resources,
President and Board Services,
Atlantic Cape Community College, NJ.

My professional career began as a newspaper reporter. My primary beat was municipal government, which sparked my interest in public policy. I moved on to a position at Atlantic Cape Community College in the Admissions department in 2001, utilizing my Spanish language skills. I provided bilingual counsel to students from all over the world and served as a designated school official on behalf of the U.S. Citizenship and Immigration Services. My background in navigating public policy was very helpful. After several years in the Admissions department, I moved into the President's Office in an administrative role. I was working with a new president with an exciting vision for the institution. I jumped at the opportunity to be involved in public policy from a higher education perspective. Over the past four years, I earned my MSED in Higher Education Management from the University of Pennsylvania and transitioned from my position as Director of Board Services/Executive Assistant to the President to my present position as Associate Dean of Human Resources, President and Board Services.

All of us who serve in the role of professional board staff have similar experiences, and we would all agree that we have been afforded amazing learning and growth opportunities by working in the higher education sector. We will highlight other members of the executive committee in the next edition. I look forward to seeing you in San Francisco this fall.

BJ MARCIL,
North Arkansas College
Arkansas