

Marcy Ellyn Thompson

CURRICULUM VITAE

"PROGRESS MOVES AT THE SPEED OF TRUST" AUTHOR UNKNOWN

CORE COMPETENCIES

****VISIONARY, STRATEGIC, CHANGE MANAGEMENT, CULTIVATE POSITIVE RELATIONSHIPS, CRAFTING COHERENCE, TRANSFORMATIVE & COMMUNICATION **POLICY DEVELOPMENT, FACULTY DEVELOPMENT, PROCESS MANAGEMENT, GRANT WRITING, BUDGET MANAGEMENT, CURRICULUM DEVELOPMENT & IMPLEMENTATION****

EDUCATION

Doctor of Higher Education and Organizational Development, May 2015
Benedictine University, Lisle, Illinois

Master of Science in Education, Adult Education, 1999
Northern Illinois University, DeKalb, Illinois

Bachelor of Science in Recreation Management, 1993
University of La Crosse Wisconsin, La Crosse, Wisconsin

CURRENT EXPERIENCE

Interim Dean of Adult Education/ESL
College of Lake County, Grayslake, Illinois

June 2022- Current

Provided leadership and program oversight for ICCB grant-funded programs through curriculum management, compliance reporting and process management.

- Provide divisional leadership in academic and strategic planning for the AED division.
- Ensure compliance with College policies, Administrative Procedures, Academic Calendar, Accreditation, as well as Federal and State grant rules and regulations.
- Budget development, fiscal management, and grant management for AED division.
- Supervise six full-time and 130 part-time faculty and staff.
- Lead grant development for AED division, as well as supervise and manage the Carl D. Perkins grant.
- Lead AED division to offer courses and programs throughout the college district.
- Analyze data to monitor effective scheduling, enrollments and student progress as well as made recommendations for continuous improvement efforts in order to meet state and federal goals.
- Evaluate instructional process, including testing and assessment to ensure appropriate placement of students and evaluate instruction.

Grant Writer
College of Lake County, Grayslake, Illinois

Sept 2019- June 2022

Research and identify state, federal, and private external funding opportunities by coordinating and providing assistance to faculty, administrators, and staff in the development, writing, editing and submitting competitive grant proposals.

- Lead grant development; consult with faculty, administrators and staff to identify grant priorities; provide guidance to faculty/staff of submission of grant proposals and meeting grant outcomes; and prepare and submit all grant proposals and reports.
- Research and identify external grant funding from federal, state, and private foundation sources; conduct demographic, economic, historical, and other research; and understand and communicate federal/state guidelines.
- Monitor grant reporting and modifications to ensure grant compliance and initiate correspondence with grant personnel regarding compliance with financial, regulatory and funding agency requirements.

ADMINISTRATIVE EXPERIENCE

Assistant Vice President, Teaching, Learning, Student Development

Oct 2010-Sept 2019

Elgin Community College, Elgin, Illinois

Provide academic, administrative, and institutional leadership within the College and within the area of Teaching, Learning, and Student Development through strategic planning, budget management, grant management, and change management that supports student success.

- Provide institutional leadership in academic and strategic planning
- Ensure compliance with College policies, Administrative Procedures, Academic Calendar, Accreditation, as well as Federal and State grant rules and regulations related to the TLSD area
- Budget development, fiscal management, and grant management for all divisions within TLSD
- Lead grant development for all divisions within TLSD, as well as supervise and manage the Carl D. Perkins grant
- Lead institutional continuous improvement initiatives
- Lead institutional initiatives for Student Success (Achieving the Dream, Pathways To Results)
- Ensure compliance with staff and faculty contracts. Regularly serve as member on negotiation teams and mediation teams in collaboration with Chief Human Resource Officer
- Cultivate workforce development relationships to heighten college profile
- Supervise the Center for Enhancement for Teaching and Learning (faculty onboarding and development)

Selected Accomplishments:

- Provided the vision and leadership for the recently awarded Talent Search and Educational Opportunity Center grant in the amount of \$1.4 million, leveraging the existing Transition's Academy program for underrepresented students.
- Connected the college with Bill and Melinda Gates Foundation resulting in the college's participation in a case study used to create a story of institutional transformation.
- Provided the vision for a cross-functional infrastructure to create a culture of accountability and collaboration.

Interim Associate Dean, Sustainability, Business and Career Technologies

Jan 2017-May 2017

Elgin Community College, Elgin, Illinois

Assisted the division in providing academic, administrative, and institution leadership within the college and division.

- Assisted the Dean in supervision and evaluation of faculty.
- Assisted the Dean in providing fiscal leadership for the division including budget development and management, grant writing and implementation, facilities management and management of Perkins grants.
- Worked with faculty on curriculum and program development.
- Ensured compliance with faculty contract.

Selected Accomplishment:

- Developed a relationship with many of the Career and Technical faculty

Interim Dean, Culinary and Hospitality Program

Jan 2015-August 2015

Elgin Community College, Elgin, Illinois

Appointed to the position by the Vice President to lead the department through a transition and conflict resolution.

- Provided leadership and guidance for the curriculum redesign process.
- Provided leadership and guidance regarding department processes as it related to ordering instructional supplies, scheduling classes, coordinating events.
- Collaborated with faculty to redesign purchasing process that resulted in cost savings.
- Ensured compliance with faculty contract.

Selected Accomplishment:

- Encouraged an environment of collaboration and cohesiveness among faculty after many months of stressful working conditions

Executive Director of Curriculum and Compliance

June 2006- October 2010

Elgin Community College, Elgin, Illinois

Provided leadership role in the Compliance, Curriculum & Assessment Management process by supervising staff, managing and implementing processes, and communicating with college community.

- Served as the Campus Chief Liaison with Illinois Community College Board (ICCB), management of curriculum modules to ensure accurate State and Federal reporting and develop new reports, as required.
- Collected and analyzed institutional data that influence the college's future, trend and long-range academic planning, issues, and policies.
- Supervised Institutional Research Office and managed all institutional data submissions, internal data requests, and annual reporting.
- Managed the development of the course schedule and college catalog. Ensure course, curriculum and accreditation information across multiple media (catalog, web, course schedule, fact sheets, etc.) is accurate and in compliance with Illinois Community College Board and Elgin Community College regulations.
- Redefined outcomes assessment process to ensure broad participation and to maximize internal value. Develop timelines, collected data and communicated with administration and faculty regarding course and program outcomes, etc. Ensured quality control as recommended by accrediting agencies.
- Collaborated with faculty to increase understanding of new processes and provide opportunities for open communication related to student evaluation of instruction.

Selected Accomplishment:

- Redesigned program and course assessment processes recently recognized in the 2015 Higher Learning Commission's report

Director of Adult Education

August 2001- June 2006

College of Lake County, Grayslake, Illinois

Provided leadership and program oversight for ICCB grant-funded programs through curriculum management, compliance reporting and process management.

- Managed \$2.5 million budget.
- Supervised six full-time and 160 part-time faculty and staff.
- Managed academic department to offer courses and programs throughout the college district.

- Lead AQIP team that addresses successful transition into post-secondary education.
- Collaborated with Institutional Research to ensure accurate reporting to state and federal government.
- Analyzed data to monitor effective scheduling, enrollments and student progress as well as made recommendations for continuous improvement efforts in order to meet state and federal goals.
- Evaluated instructional process, including testing and assessment to ensure appropriate placement of students and evaluate instruction.

Selected Accomplishment:

- Developed a funding model to claim courses to benefit from college apportionment dollars. Due to the formula, the college received an additional \$1 million in funding.

Director of Job Readiness

May 1999- August 2001

College of Lake County, Grayslake, Illinois

Managed the coordination of grant-funded programs providing vocational training and education for students throughout Lake County.

- Supervised staff and part-time faculty.
- Developed and implemented courses and programs aligned to grant goals.
- Managed budget of approximately \$1 million.
- Advised students.
- Created processes to refer students for support services with Lake County Agencies.
- Coordinated with internal departments to implement new programs and recruitment of students.

Coordinator of Conferences and Seminars

June 1996- May 1999

College of Lake County, Grayslake, Illinois

Developed and coordinated one-day seminars and workshops, conferences, and special events for Lake County residents.

- Developed and implemented course schedules.
- Scheduled part-time faculty.
- Monitored evaluations and student enrollments.
- Advised students.
- Maintained revenues and registration process.
- Collaborated with internal departments for recruitment, enrollment, and billing.

TEACHING EXPERIENCE

Fall 2007 **Adjunct Faculty, Reading**
 RDG 110: Reading Skills
 Elgin Community College, Elgin, Illinois

2000-2006 **Adjunct Faculty, Adult Education**
 ESL 010: Beginning English as a Second Language
 College of Lake County, Grayslake, Illinois

AWARDS AND RECOGNITIONS

- *College of Lake County Purpose Award, May 2022*
- *Illinois Community College System Leadership Scholarship, November 2013*
- *Elgin Community College Leadership Award, May 2012*
- *Illinois Community College Board Adult Education and Family Literacy Council Recognition, August 2006*