

**Dr. Barbara J. Knotts**

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### **SUMMARY OF QUALIFICATIONS**

Self-motivated, resourceful and dynamic leader with extensive experience and a strong educational background in management, multimedia and technology applications, training and employee development; exceptional communication skills and a demonstrated ability to create and manage cohesive, productive work teams; proficient in the use of Microsoft Word, PowerPoint, ACES, Sharepoint, and other software applications. Successful record of building renovation and management of small and large-scale grants and capital projects. Prepares budget recommendations, submits justifications for budget items, and monitors and controls program expenditures. Assess plans, coordinates, administers, and evaluates projects, processes, and procedures. Experience with budgeting and finance matters, successfully and efficiently managed budgets over 5 million dollars. Extensive experience with grant management, fundraising, sponsorships, degree transfer agreements, interlocal agreements, copyright laws, music rights and policies, distance learning, video productions, satellite and cable playback operations and installation. Experience with video editing equipment, camcorders, editing software and other TV studio production equipment.

### **EDUCATION AND TRAINING**

- 2016** Ed.D in Higher Education Leadership, NorthCentral University, Scottsdale, AZ
- 1995 – 2004** 36 hours of graduate courses beyond Master: Subject areas: adult education, technology, library science, and multimedia
- 1994** Master of Library and Information Science, University of Texas at Austin, TX
- 1993** Bachelor of Science in Occupational Education, Wayland Baptist University, Plainview, TX
- 1980** Applied Associate Science, Library Technology, San Antonio College, San Antonio, TX
- 1975** Applied Associate Science, Business Technology, San Antonio College, San Antonio, TX
- Numerous workshops, courses and seminars dealing with leadership development, management, culture diversity, interpersonal communications, HSI Best Practices, technology, and other related topics.

## WORK HISTORY

### Various Positions of Increasing Responsibility and Leadership at San Antonio College

#### Summary of Duties:

**Director, Department of Creative Multimedia:** Establishes work schedules and assign work to staff members including mediasite training and production, on campus or off campus video recordings, TV studio productions, and graphics work. Fiscal responsibilities include budget planning, reports, equipment and supplies purchases, and inventory. Performs personnel duties such as hiring classified, professional, and faculty and evaluating work performance. Participates in department and campus initiatives, work groups, and committees.

**Grant Director:** Ensures that the goals and objectives required by the funding sources are met and that all data and records are maintained and submitted as required. Responsibilities include managing budget, expediting program activities, purchasing equipment, renovation of facilities, establishing and implementing faculty professional development activities and workshops. Facilitate and coordinate meetings for STEM Council. Develops and cultivates the grant activities of the MESA Center, Biospot, and Mathspace to ensure STEM student tutoring support are meet, supplies are delivered, and tutors are recruited/hired.

**inTV Station Manager:** Administers all aspects of the Educational TV station at SAC for the City of San Antonio. Develops budgets for programming and cable playback activities, and monitors expenditures to ensure that they remain within budgetary limits. Works strategically and collaboratively with the city as well as with local high schools, colleges, and universities to establish partnerships to provide cable playback airtimes for their programs, events or bulletin announcements.

**Librarian:** Provided information and consultation services at the reference/information desk at regularly scheduled hours each week and occasionally on weekends and evenings. Helped students and faculty navigate the electronic catalog, records and periodicals. Prepared and presented library instructional information classes, created bibliographies and one-to-one term paper clinics. Prepared unit(s) budgets, reports, assisted and supported the college's grant activities, distance education, and telecourse programs. Used subject expert skills to evaluate and monitor allied health resources to ensure up-to-date collections to meet state certification standards for accreditation. Supervised support staff and student workers. Assisted Palo Alto College and Northwest Vista libraries with the procurement of their first library collections for opening of their campus. Participated in Bexar Library Association (BLA), American Library Association (ALA) and Texas Library Association (TLA). Also participated in library and campus initiatives, work groups, and committees.

#### **San Antonio College:**

**2016 - Present** Director, Department of Creative Multimedia (Educational TV, inTV, and Graphics) and Title III-F Grant (Tenaces Project): Plans and manages the department, which supports the academic instructional needs of faculty and students. Monitors project activities to ensure faculty, staff, students, or administrators satisfaction and overall project success with Medisite training or

use, video recordings, video/DVD editing, studio production, audio recording, graphics design. Supervises 1 faculty member, 6 professional, 5 classified, 2 part-time staff, 2 workstudies and 3 student interns. Interviews, hires, and evaluates work performance of all personnel. Fiscal responsibilities include personnel, budget planning, equipment, and supplies purchases. As Station Manager for the Education Channel for the City of San Antonio, plans, manages and administers all aspects of the operation of the TV station. As Director of Title III, Part F- a STEM and Articulation Department of Education "Tenaces" grant, plans, manages, and administers all aspects of the grant activities and programs. Serve on the Faculty Senate and other college and district committees.

- 2006-2016** Department Chair, Department of Creative Multimedia (Educational TV, inTV, Graphics) and Director of Title V-Adelante Tejas (2011-2016) and Director of Title V Puentes Project (2009-2011). Responsible for the administration, development and implementation of initiatives, supervision of employees, and management of the operating budget for a department. Managed all activities as proposed in two Department of Education grants. Responsible for reviewing and approving expense accounts, leave requests, travel requests, etc. to ensure conformity with established policies and procedures. Evaluates employees at scheduled intervals upon reviewing of all relevant information
- 1998-2006** Chair, Media Services (AV, Educational TV, Student Multimedia Lab, Photography, Graphics & Internet Skills Center): Planned and managed the Media Services unit which supported the academic instructional needs of the students and faculty. This included telecourse playbacks, video recordings, video/DVD editing, studio production, audio recording, audiovisual equipment service and distribution, graphics design, student multimedia lab and photography work. Planned, managed and administered all aspects of the operation of the TV station and Department of Education grant activities and programs. Supervised 15 full-time personnel, 3 part-time staff, 1 faculty member, 13 student workers. Interviewed, hired and evaluated work performance of all personnel. Served two terms on the Faculty Senate and participated on hiring committees for faculty and staff positions and other college committees.
- 1995-1998** Reference Librarian and Educational TV Center Coordinator: Performed reference desk and collection development duties. Supervised the daily-to-daily activities of the unit, including scheduling video recordings, teleconferencing, production, telecourse playbacks, editing and duplication of video programs. Managed the department budget and reports. Supervised 1 faculty, 5 full-time personnel, 2 part-time, and 8 workstudies. Prepared the unit's budget for presentation to the LRC director based on the needs of the unit. Participated in library and campus committees.
- 1994-1995** Reference Librarian: Provided information and assistance to students and faculty in a clear and courteous manner in person and by phone. Provided library support for instruction, collection development, and other outreach for faculty in assigned

departments. Selected books and periodicals that supplemented library collection. Served on library and campus committees.

- 1975-1993** LRC Acquisitions Technician II: Managed the acquisitions of new materials. Organized and implemented all activities related in the purchase of the Library's print and non-print materials (budget ranging from \$500,000-\$900,000 annually). Verified bibliographic information of recommended items and created orders Using electronic ordering system. Created and maintained procedures and training materials related to procurement of library resource purchases Supervised and trained technical services staff and workstudies. Performed inventory and weeding of the library collection. Planned and hosted book sales.
- 1974-1975** Library Internship: Assigned to Library Director's secretary at San Antonio College. Greeted faculty, staff and students, worked as the library switchboard-operator for 80 line phone system, sorted mail, typed and filed. Typist for College's 1975 Self-Study Plan.

### GRANT AWARDS

#### Managed and Implemented:

- 2018** City of San Antonio inTV Education Channel (\$500,000)
- 2016 – Present** Dept. of Education (DOE)/ Tenaces Project-Title III Part F, STEM (\$3.8 million)
- 2011 – 2016** DOE/Adelante Tejas-Title V, STEM (\$5.1 million)
- 2008 – 2011** DOE/Puente Project-Title V, STEM (\$2 million)
- 2004 – 2006** Higher Education Coordinating Board/Grant for Disabled Awareness Project (\$100,000)

#### Wrote, Managed and Implemented:

- 2001- 2003** Telecommunication Infrastructure Fund (TIF) Grant - Higher Education Grant: District Wide Online Learning Implementation (\$850,000)
- 2001** SAC Instructional Innovation Grant: Developed Department website homepage (\$2,000)
- 1999-2000** Telecommunication Infrastructure Fund (TIF) Grant - for all 4 college Libraries (\$619,000)
- 1998-1999** Telecommunication Infrastructure Fund (TIF) Grant - San Antonio College's Library (\$623,000)
- 1998** ACCD Foundation Grant: Startup funds for Student Multimedia Lab (\$3,500)
- 1997** AVID Editing Training Grant (\$1,200)

### SIGNIFICANT ACCOMPLISHMENTS

- 2017** Awarded from the City of San Antonio \$500,000 for operation of the Education Cable TV Station Operation
- 2015** Established MOU with Sul Ross University: Biology and Physics
- 2014** Participated in Alamo Colleges Leadership Academy for Success (ALAS)
- 2009** Established MOU with Texas State University: Biology, Math & Physics
- 2009 - 2017** Established Inter-local Agreement with the City of San Antonio for the Education

- Cable TV Station (inTV), awarded from \$150,000 to \$200,000 per year  
**2005** Texas Library Association's Delegate to Russia and travelled to Russia as an Ambassador  
**2001** TIF \$850,000 Higher Education Grant: District-Wide Online Learning  
**1999** Texas Library Association - TALL Texas Leadership Award  
**1993** Alamo Community College District Minority Teach Fellowship

## **COMMITTEES WORK**

### **Administrative Committees**

- 2016 - Present** Executive Faculty Senate  
**2016 – Present** Faculty Senate Leadership  
**2013 – Present** College Leadership  
**2013 – Present** Deans and Directors  
**2011 - Present** Chairs/Joint Chairs  
**2003 – 2012** Upward Mobility Program  
**1977 - Present** College Council

### **College Committees**

- 1996-2005 & 2016 - Present** Faculty Senate  
**2014 - Present** SACTACULAR  
**2012 – Present** Teaching with Technology  
**1990 – Present** Black History Month  
**1996 – 1998** Hispanic Heritage  
**1996 – 1998** Book Fair  
**1994-97 & 2005-2008 & 2016 – Present** Women's History Month  
**1994 – 1998** AIDS Consortium  
**1990 – 1992** Staff Council President

Served on numerous hiring committees at SAC: Theatre & Speech faculty, librarians and political science, library director, vice president, district chancellor (Dr. Ramsey), audio-visual technicians, graphics designers, counseling & special populations, library professionals, multimedia specialists, media technicians, clerks, student employees, computer technician, and lab coordinators. Other college: St. Philips tenure committee.

### **Club Advisor**

- 2014 – Present** Autism  
**1998 – Present** Black Student Alliance (BSA)

### **Professional Organizations**

- 2018** TCCTA: Conference

**2017- Present** Texas Black Personnel in Higher Education (Lifetime member)  
**2007- Present** Alliance of Hispanic Serving Institution Educators (AHSIE)–Council Member &  
 Chair, Communication and Marketing  
**1994-2011 &** Texas Library Association  
**2015**

### **VOLUNTEER/COMMUNITY SERVICE**

- Delta Sigma Theta Sorority, Inc.: Bexar Area Chapter, past president and vice president and currently chair or member of social action, membership, and funding raising activities
- Feed My Hungry Children
- Harmon’s Thanksgiving Dinner Giving
- San Antonio Food Bank
- Texas Library Association: Twice chaired Local Arrangements committee for conference held in San Antonio, also coordinated local logistic arrangements and Austin and Houston conferences vendors’ exhibit hall activities
- City of San Antonio Book Festival
- Science Fair(s) Judge – Burbank High School

### **RECENT PRESENTATIONS**

**2018** Alliance of Hispanic Serving Institution Educators (AHSIE): half day: Project Management Institute  
**2017** Department of Education, New Grant Directors’ Workshop, presented poster session  
**2017** AHSIE: half day Project Management Institute  
**2014** AHSIE: Managing a Collaborative Grant  
**2011 – Present** Annual SAC STEM Faculty Summer Institute: 40 hours

### **PUBLICATIONS**

Knotts, B. *First-Year College Student Perceptions of Classroom Engagement in a Student Development Course* (2017). (Doctoral dissertation). Retrieved from ProQuest (10252498).

**REFERENCES AVAILABLE UPON REQUEST**

**Dr. Barbara J. Knotts**

ADDRESS REMOVED

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April 20, 2018

Dr. Jothany Blackwood  
Vice President, Academic Success  
San Antonio College  
1819 N. Main Street  
San Antonio, TX 78212

Dear Dr. Blackwood,

I am writing this letter of intent to apply for the Dean for Academic Success position at San Antonio College (req#4289). My academic preparation (Ed. D. in Higher Education Leadership and Master of Library and Information Science degree), and experience in a community college leadership setting (over 25 years) provides me with a rich institutional knowledge of what it means to be – SAC Proud. I am available to interview for the Dean for Academic Success position at your convenience.

I am currently academic Director of the Department of Creative Multimedia and Director of the U. S. Department of Education HSI - Science, Technology, Engineering, and Math (STEM) Title III, Part F grant (three previous Title V grants) at San Antonio College, and a member of Joint-Chairs, College Leadership, Deans and Directors, College Council and other pivotal committees. My academic projects involve students, faculty, department chairs, staff, college and district administrators, the board, and community. My supervisory duties, departmentally and grant-wise, include five classified, six professional, two part-time staff members, two student assistants, one faculty member, and three student interns. I also communicate and consult with the MESA Center, BioSpot, and Mathspace Coordinators routinely to ensure that the activities and projects in the STEM grant are being fulfilled and that their centers are receiving computers, research equipment, personnel, tutors, and other essential supplies needed to assist our STEM students.

In Creative Multimedia, I manage all department activities, including, a TV studio, MediaSite productions, video editing, a cable-TV playback station for the City of San Antonio's Education PEG channel, and an academic graphics design and production unit. I serve as the liaison (station manager) between the College and City of San Antonio, Communications Office on behalf of the Educational channel. I am responsible for the budgets of both the department and the grant. My interactions with the Distance Education activities, Teaching with Technology Committee and Faculty Senate have given me an excellent working relationship with faculty, staff, administrators, and ultimately students.

For our Title III, Part F HSI STEM grant, I ensure that activities to achieve the main goal of the grant "to provide our students access to high-quality learning opportunities in STEM subjects in the appropriate Institutes creating pathways for student success," are implemented. The grant includes providing faculty development opportunities and development of SDEV courses that are designed especially for STEM and Pre-Nursing majors, and facilitation of year-round STEM students' undergraduate research projects through the MESA Center.

As a director of a previous Title V STEM grant, I led San Antonio College's early adoption of "flipped" classrooms, Smartpens, faculty holding their office hours in math and science tutoring centers, using 3-D scanning and printing to create instructional models, and a lightboard for producing blackboard-style recorded lectures where the instructor, by writing on a lighted glass window, does not block the student's view. In addition, the research and investigation of drones from this grant has opened up the opportunity to offer a continuing education course for our protective services students and provides the college's public relations office a means to visually market the college environment and facilities.

My roles as a department lead and grant director have helped me be very organized and detail-oriented. My academic and professional backgrounds as a librarian, department chair, and grant director have given me an in-depth knowledge of theoretical and practical applications of participatory governance in the college. My team and I have made presentations on SAC's innovations to state, national, and international arenas of higher education on student success. As local arrangements chair, I have coordinated 15 committees for Texas Library Association Annual Conference. I am currently Vice-President of Faculty Senate and past Secretary and I have served on Faculty Senate twice previously.

I believe I have proven that when I commit myself to accomplish something, I do my best to accomplish the task. I have demonstrated the ability to create teams, delegate responsibilities and let my teams have the latitude to perform their duties while I monitor their progress and provide guidance when required. I have been praised for my diplomacy in handling stressful and delicate situations. I have also been recognized for my personnel management skills and for being able to take on multiple obligations with ease.

It would please me greatly to be given the opportunity to bring my unique skills and attributes to the College Executive Team of San Antonio College as your next Dean for Academic Success. I am quite sure you will find my credentials and references to be in order and that I would be a good fit for the Dean for Academic Success position at San Antonio College. Please contact me at your convenience for an interview. I thank you for your consideration in advance.

Sincerely,

*Barbara J. Knotts*

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