

DATE: October 29, 2008

TO: City Clerk

FROM: Representative Rachel Quintana

ADDRESS 2 Civic Center Plaza, El Paso, Texas 79901 TELEPHONE 915-541-4701

Please place the following item on the (Check one): CONSENT XX REGULAR _____

Agenda for the Council Meeting of November 4, 2008

Item should read as follows: Appointment of Ramon Jimenez to serve on the Foster Grandparent Program Advisory Council as requested by Representative Rachel Quintana, District 5.

SPECIAL INSTRUCTIONS: _____

BOARD COMMITTEE/COMMISSION APPOINTMENT/REAPPOINTMENT FORM

NAME OF BOARD/COMMITTEE/COMMISSION: Foster Grandparent Program Advisory Council

NOMINATED BY: Representative Rachel Quintana DISTRICT: 5

NAME OF APPOINTEE Ramon Jimenez
(Please verify correct spelling of name)

BUSINESS ADDRESS: 919 Hunter

CITY: El Paso ST: TX ZIP: 79915 PHONE: 915-831-3384

HOME ADDRESS: _____

CITY: El Paso ST: TX ZIP: _____ PHONE: _____

WHO WAS THE LAST PERSON TO HAVE HELD THIS POSITION BEFORE IT BECAME VACANT?

NAME OF INCUMBENT: Susan Maddox Martinez

EXPIRATION DATE OF INCUMBENT: 06/20/2002

REASON PERSON IS NO LONGER IN OFFICE (CHECK ONE): TERM EXPIRED: XX
RESIGNED _____
REMOVED _____

DATE OF APPOINTMENT: 11/04/2008

EXPIRATION DATE OF NEW APPOINTEE: 11/04/2010

PLEASE CHECK ONE OF THE FOLLOWING: 1st TERM: XX
2nd TERM: _____
UNEXPIRED TERM: _____

Ramon Jimenez

Objective

To continue my counseling career at El Paso Community College and allow me to utilize my combined experience as a current counselor in order to help enhance the academic success of current and future students.

Educational Profile

Sul Ross State University Alpine, Texas

Master of Education in Counseling 1996

- Relevant Coursework included Techniques Of Counseling, Personal & Counseling Theory, Career Development & Life Planning, Teaching The Multi-cultural Learner, Substance Abuse Counseling, Mental Health Assessment & Counseling, Psychopathology, Advance Human Growth & Development, Standard Assessment Principles, Group Procedures In Guidance & Counseling, Graduate Research and Internship In Guidance & Counseling.

University of Texas - El Paso El Paso, Texas

Bachelor of Social Work 1994

- Relevant coursework included Spanish For Native Speakers, Human Behavior-Social Environment, Social/Cultural Anthropology, Measure/Inference-Social Research, Social Philosophy and Independent Study In Group Counseling.

El Paso Community College El Paso, Texas

Associate of Arts 2001

- A great setting that taught me the value of education which enabled me, as a non-traditional student, to continue my dream.

Experience

El Paso Community College El Paso, Texas

Counselor 10 / 05 to Present

- Provide counseling and guidance in: academic advising, goal setting, career exploration, program selection and vocational choices in accordance with the counseling and college philosophy and objectives. Review, plan and prepare degree plans, transfer evaluations, petitions, graduation applications, Veterans Affairs and International student's affairs, as-well-as acting as liaison with EPCC departments, faculty and outreach activities in the community to provide information about our programs, services and procedures. New Student Orientations, Career Exploration, and Personal Adjustment Counseling. Advising for CELSA placement exam and ESOL classes/developmental coursework. Test interpretation, academic advising for career and transfer programs, referrals to outside agencies and educational centers. Participate in the governance of counseling and the College by staying active in meetings and committees.

Community Options, Inc. El Paso, Texas

Executive Assistant To The Regional Vice-president 5 / 04 to 10 / 05

- Directed operations in El Paso office. Acted as Regional Vice-president's confidential agent

on all matters as it related to the business matters. Managed and directed Community Option's programs throughout Texas & New Mexico. Responsible for field audits throughout the states, etc. Developed and conducted training and workshops relevant to services for People with Disabilities that included Gentle Teaching, Ethics and counseling. Also, responsible for organizing fund-raising activities.

El Paso Community College

El Paso, Texas

Counselor

5 / 03 to 5 / 04

- Provide counseling and guidance in: academic advising, goal setting, career exploration, program selection and vocational choices in accordance with the counseling and college philosophy and objectives. Review, plan and prepare degree plans, transfer evaluations, petitions, graduation applications, Veterans Affairs and International student's affairs, as-well-as acting as liaison with EPCC departments, faculty and outreach activities in the community to provide information about our programs, services and procedures. New Student Orientations, Career Exploration, and Personal Adjustment Counseling. Advising for CELSA placement exam and ESOL classes/developmental coursework. Test interpretation, academic advising for career and transfer programs, referrals to outside agencies and educational centers. Participate in the governance of the counseling and the College by staying active in meetings and committees.

University of Texas - El Paso

El Paso, Texas

Academic Advisor

12 / 01 to 5 / 03

- Academic advising for ESOL; transfer; Smart Start; Pre-nursing; Pre-Physical Therapy; New Students; coordinated workshops & NSO's for ESL students; Community Outreach ; and Instructor for UNIV 1301 (Dual Language).

El Paso community College

El Paso, Texas

Counselor

5 / 98 to 12 / 01

Provided counseling and guidance in: academic advising, goal setting, career exploration, program selection and vocational choices in accordance with the counseling and college philosophy and objectives. Reviewed, planned and prepared degree plans, transfer evaluations, petitions, graduation applications, Veterans Affairs and International student's affairs, as-well-as acting as liaison with EPCC departments, faculty and outreach activities in the community that provided information about our programs, services and procedures. Conducted New Student Orientations, Career Exploration, and Personal Adjustment Counseling. Advising for CELSA placement exam and ESOL classes/developmental coursework. Test interpretation, academic advising for career and transfer programs, referrals to outside agencies and educational centers. Participated in the governance of counseling and the College by staying active in meetings and committees.

Activities

Please see Highlight Sheet.

HIGHLIGHT SHEET

BY

Ramon Jimenez

Knowledge, Skills & Abilities with:

- **Students with Disabilities**
- **Traditional and Non-traditional Students**
- **Parenting Workshops**
- **Community Outreach**
- **International Students**
- **Allied-Health Students**
- **ESOL Students**
- **Summer Bridge Program**
- **Project Dream Program**
- **Success Initiative Required Students**
- **Transfer Students**
- **Probation & Suspended Students**
- **Academic & Career Counseling**
- **Career Inventory Self-Assessment Instruments, such as: Pinpoint, COPS, Discover, Job-O, Personality Mosaic, Strong Campbell, etc.**
- **Continuing Education (Technology Programs, Workforce Development, Literacy Programs, Personal Enrichment, etc.) Students.**
- **Personal Counseling & Referral**

Counseling Functions Performed as Assigned:

- **Active in discipline & district wide committees**
- **Jr. High & High School Presentations (Parents, Students, Teachers & Administrators)**
- **Admission & Registration Criteria Information**
- **Financial Aid & Scholarship Information & Referral**
- **Complete Applications for Graduation in Associate of Arts, Associate of Applied Science, Certificate of Completion**
- **Career & Degree Planning & Advising**
- **New Student Orientations**
- **ESOL Student Orientations**
- **GEAR-UP Counselor**
- **International Student (Petitions for I-20, I-765, I-538, etc.)**
- **Advising, Career & Degree Planning, Transfer Information, Petitions, NSO's & Referrals for Accommodations and Services for Student with Disabilities**
- **Allied-Health Orientation & Presentations**
- **Transfer Information & Advising**
- **Course Advising, Student Petitions, Add/Drops**
- **Conflict Resolutions & Referrals**

DEGREES, CERTIFICATES, LICENSES & TRAININGS

- **Master in Education in Counseling (Sul Ross State University)**
- **Bachelor in Social Work (University of Texas-El Paso)**
- **Associate of Arts (El Paso Community College)**
- **Licensed Social Worker (State of Texas)**
- **Qualified Mental Health Professional**
- **Qualified Mental Retardation Professional**
- **Certified Diplomate (The American Psychotherapy Association)**
- **Certified, Critical Incident Stress Management**
- **American School Counselor Association**
- **National Academic Advising Association**
- **El Paso Collaborative For Academic Excellence**
- **Banner 2000 Navigation (Certificate)**
- **True Colors (Certified)**
- **Character Counts! (Certified)**
- **“Every Student Can Succeed” William Glasser, M.D. (Certificate)**
- **Cornerstone Rainbow Award (Certificate)**

ACTIVITIES

- **EPCC Presidential Search Committee**
- **Title V (Group Four) Task Force**
- **Project Dream Program**
- **Summer Bridge Program**
- **Achieving The Dream Success Workshops**
- **Achieving The Dream Early Intervention Committee**
- **Education 1300 Workshops**
- **Outreach Community Activities (Marmolejo & Kennedy Projects)**
- **ANDA (Guest Speaker & Laughter Workshop)**
- **Oz Glaze Senior Center Association (Guest Speaker & Laughter workshops)**
- **Senior Love Conference (General Session Presenter)**
- **Senior Love Conference (Laughter Workshops)**
- **Department of Human Services (Laughter Workshop)**
- **Think College Now (Texas Scholars Initiative) Presenter**
- **EPCC Faculty Development (Workshop Presentations)**
- **Founded & Implemented 110% Club for Community Options**
- **Developed and Implemented STEPS (Steps Towards Every Persons Success), a person-centered concept, for Life Management Center for Mental Health/Mental Retardation Services & Community Options.**

References

- Rene Chavez, MdP Counselor Coordinator, Phone Number 915-831-7009
- Carina Ramirez, VV ESL Instructor, Phone Number 831-2090
- Ruben Villalobos, RG Counselor Coordinator, Phone Number 915-831-402
- Margaret Rodriguez, VV Instructor, Phone Number 915-831-2111
- Roselia Galindo, VV Reading Instructor, Phone Number 831-3366
- Susan Silva, VV Reading Instructor, Phone Number 831-3365