

## **LSCPA Curriculum Vitae**

Sheila Rhoden Guillot

### **EDUCATIONAL BACKGROUND**

1. Master of Secondary Education, Lamar University, May 1990. Major Area: Secondary Education with a Business Specialization (15 hours in Masters of Business Administration classes)
2. Bachelor of Business Administration, Lamar University, May 1984. Major Area: Office Administration.
3. American Health Information Management Association (AHIMA) Medical Coding Basics Certification Program. 1996-1997. Did not complete entire program. Program was closed. Completed Courses in ICD-9-CM, CPT, HCPCS, Anatomy & Physiology, Healthcare Delivery Systems, Computer Basics in Healthcare, Medical Terminology, and Healthcare Data Content and Structure.
4. 1984-Present: Texas Teaching Certification. Certified to teach in all business components
5. 2001-Present: Certified Administrative Professional (CAP), May 2001. International Association of Administrative Professionals
6. 2011-Present: Certified in Organizational Management (OM), May 2011. International Association of Administrative Professionals
7. 1984-2001: Certified Professional Secretary (CPS), May 1984. International Association of Administrative Professionals.
8. 2019-Present: Certified Craft Instructor Core Curriculum, National Center for Construction Education and Research
9. 2019-Present: Certified Curriculum Proctor, National Center for Construction Education and Research
10. 2019-Present: Certified Curriculum Performance Evaluator Core Curriculum, National Center for Construction Education and Research

### **POSITIONS IN HIGHER EDUCATION**

1. 2013-Present: Chair, Business & Industrial Technology Department, Lamar State College Port Arthur  
Responsible for the proper implementation and administration of College policy through its Vision and Mission statements. The chair is responsible for

management and day-to-day operations of the Business and Industrial Technology department. Responsible for the management of budget and department resources. Responsible for establishing effective working relationships with college and community partners. Responsible for maintaining curriculum and program accreditations and recognitions. Responsible for recruiting and advising students.

2. 2007-2013: Program Coordinator, Office Administration and Medical Office Administration, Lamar State College Port Arthur

Responsible for planning and implementing faculty schedules. Responsible for developing and updating curriculum. Responsible for maintaining advisory committee meetings. Responsible for obtaining industry internship partners. Responsible for recruiting and advising students.

3. 1986-2013: Office Administration and Medical Office Administration Instructor, Lamar State College Port Arthur

Responsible for instruction in the Office Administration and Medical Office Administration programs. Responsible for providing quality and innovative instruction to students. Responsible for accurate record keeping of attendance, work performance and curriculum alignment. Responsible for timely completion and submission of related course documents including attendance verification, financial aid verification, and course grades. Responsible for planning course projects and establishing course goals.

#### **ADDITIONAL RELATED EXPERIENCE**

1. 1995: Faculty Leave, Lamar State College Port Arthur, Port Arthur, Texas

During this leave, I worked at several medical facilities to obtain knowledge in the medical office and medical records. Responsible for working in a hospital medical records office (Baptist Hospital, Beaumont, Texas). Performed medical records duties, transcribed medical reports from the Emergency Room and doctors with staff privileges. Followed up with physicians to complete patient paperwork. Made recommendations to suspend staff privileges.

Responsible for working at a dental office (Horton Dental Practice, Nederland, Texas). Performed all office duties including answering phones, calling patients, filing insurance paperwork, autoclaving dental tools, and greeting patients.

Responsible for working at a general practitioner's office (Dr. Robert Faseler Medical Facility). Greeted patients, scheduled patients, completed insurance paperwork for patients, billed insurance, obtained referrals for patients, scheduled tests for patients, and performed basic CPT coding duties.

2. 1984-1986: Holiday Inn Park Central, Port Arthur, Texas, Executive Secretary/Assistant Comptroller, and Sales/Catering Manager

For the first nine months of service, I served as the Executive Secretary to the General Manager of the hotel. Responsible for managing the general manager's schedule, setting appointments, answering the phone, promoting the hotel, responding to guest complaints, and maintaining files. For the next nine months, I served as the assistant comptroller for the hotel. Responsible for time cards for all employees, petty cash, payroll, and insurance claims. Assisted with quarterly taxes for the hotel. For the remaining six months of my time at the hotel, I served as the sales and catering manager. Responsible for soliciting industry to use the hotel facilities for meetings and banquets. Performed cold calls on industry. Responsible for creating contracts and coordinating with the Food and Beverage Manager and Banquet Manager in setting up for meetings, banquets, and wedding receptions. Completed paperwork and maintained files.

3. 1981-1984: Lamar University Student Assistant, Setzer Center & Recreational Sports, Beaumont, Texas

Responsible for maintaining the office for the Setzer Center director. Answered the phone and worked the paging system for custodial staff. Responsible for verifying grade point averages for all fraternities and sororities on campus. Responsible for maintaining pool room and vending machines; removing monies in the tables and machines; and depositing monies into Setzer Center account. Performed correspondence duties as well. In recreational sports, maintained files and updated campus on activities.

4. 1978-1981: Custom Building Systems, Nederland, Texas, Secretary

Responsible for the management of the construction office. Performed all secretarial duties (answering phones, creating construction estimate forms, coordinating with construction staff and supervisor). Performed all payroll duties for the construction company. Completed quarterly tax reports for the Internal Revenue Service. Coordinated files with the construction company's tax attorney.

5. 1980-1981: Nederland Independent School District, Highland Park

Elementary VOE (Vocational Education Education) Student Office Assistant

Responsible for answering phones from parents and administration personnel. Completed attendance for students. Completed paperwork for supplies and equipment. Responsible for assisting the school secretary in creating student schedules and distributing paperwork to all students on campus. Responsible for maintaining and filing paperwork for the school.

## **PROFESSIONAL AFFILIATIONS**

1. 1991-Present: Member of International Association of Administrative Professionals
2. 1989-Present: Member of Texas Community College Teachers Association.
3. 2016-Present: Member of the ISA (International Society of Automation)
4. 2015-Present: Member of the North American Process Technology Alliance (NAPTA)
5. 2001-2016: Member of Alpha Delta Kappa (teacher's sorority)
6. 2009-2015: Member of National Association of Professional Women.
7. 1988-1998: Member of Texas Business Education Association (TBEA)
8. 1988-1998: Member of District V, Texas Business Education Association
9. 1988-2001: Member of Certified Professional Secretary (CPS) Academy
10. 1990-2012: Member of Delta Pi Epsilon, a graduate business honor society
11. 2011-2016: Member of American Society of Administrative Professionals
12. 1989-1993: Member of Texas Technical Society
13. 1989-1994: Member of the Texas Association of Computer Educators
14. 209-Present: Member of Who's Who of American Women

## **PROFESSIONAL DEVELOPMENT**

1. 2020: Attended Blackboard webinar on "Remote Instruction from Basics to Advanced."
2. 2020: Attended Blackboard webinar on "Guide to Building Mobile Content."
3. 2019: Attended the ATEA (American Technical Education Association) Conference in Minnesota.
4. 2019: Attended SACSCOC Conference, Houston, Texas
5. 2019: Attended the TACTE (Texas Association of College Technical Educators) Conference

6. 2019: ISA (International Society of Automation) Conference
7. 2019: Attended NCCER Instructor Training Workshop
8. 2019: Attended the TCCTA Annual Conference
9. 2018: Digital Ticket Online Learning Conference
10. 2017: NISOD Teaching Excellence Award
11. 2016: Digital Ticket Learning Conference
12. 2014: The Paperless Medical Office: Using Optum PM and Physician EMR
13. 2014: Targeted Teaching Tool for ICD-10-PCS Webinar
15. 2014: Success Strategies for Teaching ICD-10-CM Webinar
16. 2014: Navigating the New CMS-1500 (02/12) Form
17. 2014: ICD-10-CM for Instructors Webinar
18. 2014: AHIMA's Five Steps for Interview that Rock (and Get You the Job)! Webinar
19. 2009-2010 Leadership Institute. This program was designed to assist participants in developing leadership skills.
20. 2011: Mistake-Free Grammar and Proofreading Workshop
21. 2011: Microsoft Outlook Calendars and Tasks Webinar
22. 2011: Texas Community College Teachers Association (TCCTA) Leadership Conference
23. 2011: Attend Blackboard training conference
24. 1986-Present: Faculty Development Days
25. 2009: Starlink presentation on "Award-Winning Tools, Tips, and Techniques for Online Instruction."
26. 2009: The Texas Community College Teachers Association (TCCTA) Great Teaching Round-Up Conference.

27. 2009: "Avoiding Non-Verbal Distractions in the Classroom" Seminar

28. 2009: "Ethics & Professionalism for Educators" Seminar.

29. 2009: Accounting seminar on General Ledger Essentials

30. 2009: American Health Information Management Association (AHIMA) webinar, "Transitional Instructional Design to Accommodate ICD-9-CM and ICD-9-PCS

31. 2009: American Health Information Management Association (AHIMA) webinar, "Understanding & Using ICD-10-CM

32. 2009-2011: Texas Community College Teachers Association (TCCTA) Annual Conference

### **LSCPA CAMPUS EXPERIENCE (leave blank if new to LSCPA)**

1. 2013-Present: THECB CB 116 Report; complete the CB 116 report for the campus.

2. 2021: New Faculty Orientation; department chairs introduce new faculty to the various forms and areas to find information

3. 2021: Degree Works Training; learned how to use Degree Works software

4. 2021: Dual-Credit/Early College High School Training; met to learn how to work with and regulations for dual-credit and early college high school students

5. 2020: Completed reapproval application by the Texas Workforce Investment Council for the Process Technology program.

6. 2020: Completed Reapproval Report for the American Bar Association Standing Committee on Paralegal Programs.

7. 2020: Active Shooter Training. Attended training on how to respond to a potential active shooter.

8. 2015-Present: Southeast Texas Youth Career Expo. Attend the expo to recruit students and make them aware of the programs available on the campus.

9. 2019: Campus Master Plan Meeting. Met to discuss the master plan for the campus.

10. 2019: Curriculum Review Committee. Meet periodically during the fall and spring semesters to evaluate proposed curriculum changes for various programs.

11. 2019: EDC (Economic Development Corporation) Culinary Arts Development Meetings; met to develop space for a culinary arts program.

12. 2019: Title V Advisory Committee member. Meet to periodically discuss Title IV guidelines and programs.

13. 2019: Provided Blackboard training on creating a gradebook and creating assignments for department faculty.
14. 2019: Technical Programs Career Day Open House. Held an open house for area high school students.
15. 2019: Attended NatGas Internship presentations.
  
16. 2019: Orange County College Career Fair. Attended the career fair to recruit students and make them aware of programs on our campus.
17. 2017: Completed application for approval by the Texas Workforce Investment Council for the Process Technology program.
18. 2017: Completed American Bar Association Standing Committee on Paralegal Programs Interim Report for Reapproval for the Paralegal program.
19. 2013-Present: Attend all departmental advisory committee meetings.
  
20. 2019-Present: Member of the QEP (Quality Enhancement Plan) Topic Selection Committee.
21. 2018-Present: Member of the Curriculum Review Council.
  
22. 2018-Present: Member of the Instructional Leadership Council.
  
23. 1987-Present: Faculty Sponsor, Alpha Beta Gamma International Business Honor Society.
24. 2013-Present: Serve as Chair of the Port Neches Groves Independent School District CTE (Career and Technical Education) Advisory Committee.
25. 2013-Present: Advise students in all Business and Industrial Technology programs.
26. 2013-Present: Serve as Chair of the Nederland Independent School District CTE (Career and Technical Education) Advisory Committee.
27. 2018: Member of the Madison Monroe Renovation project. Renovated many of the classrooms in the building.
28. 2020-2021: Growth Mindset monthly book meeting.
  
29. 2019-2020: Counselor's Luncheon Update Workshop. Met with area school counselors on program offerings.
30. 2021: Serve as a member of the Memorial High School Career and Technical Education Advisory Committee.
31. 2016-Present: Member of the Sabine Neches Area Community Advisory Panel for the BASF/TOTAL co-venture.

32. 2018-Present: Attend LSCPA Open House Events. Help introduce area high school students to programs and lab facilities provided on campus.
33. 2017-Present: Chair of the F2.08 Faculty Annual Review Revision Committee. This committee reworked the annual review form.
34. 2015-2016: Member of the Industrial Technology Center Development Project. Worked to develop space and facilities for the process technology, instrumentation, drafting, and HVAC programs.
35. 2016: Member of the Vision and Mission Statement Revision Committee. Committee was developed to rework the campus vision and mission statement.
36. 2011-2012: Member of the SACSCOC Artifact Rating Team.
  
37. 2011-2012: SACSCOC Program Assessment Manager for Office administration and Medical Office Administration program areas.
38. 2011: Received Teaching Excellence Award.
  
39. 2011: Member of the SACSCOC QEP Committee. The committee selected reading as the QEP.
40. 2011: Member of the Distance Learning Committee.
  
41. 2011: Member of the SACSCOC PSLO Quality Review Committee.
  
42. 2011: Member of the Student Grievance Committee
  
43. 2011: Served as the Secretary for the Faculty Senate.
  
44. 2011: Member of the Smoke and Tobacco Free Campus Committee.
  
45. 2009: Member of the SACSCOC pre-conference committee.
  
46. 2009: Chair, Campus Tenure Committee.
  
47. 2009: Chair, Technical Division Teaching Excellence Award.
  
48. 2009: Tenure Peer Reviewer for five faculty members applying for tenure.
  
49. 2009: Member of the faculty senate.
  
50. 2009: Chair, Faculty Senate Awards Nomination Committee.



51. 2009: Member of the Student-Faculty Relations Grievance Committee.

52. 2009: Attended the Student Organization Days. This activity was set up to let campus students know about all of the different student organizations available for them to join.