

Education

Place 17

Dr. Burnie L. Roper

Chief Elected Official's Membership Guide for Local Workforce Development Boards

PART H: FORMS

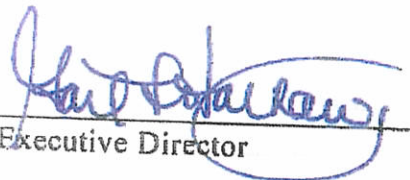
PART H-100: CONFLICT OF INTEREST STATEMENT FOR LOCAL WORKFORCE DEVELOPMENT BOARD MEMBERS

Board Nominee: DR. BURNIE L. ROPER

Category Representing: EDUCATION

1. Does board nominee, any entity or business he/she is involved with, or the organization for which he/she is being nominated to represent have a contract with the Board?
Yes No If yes, please explain.

If yes, nominee will need to make appropriate disclosures to the Board.


Executive Director

7/30/15
Date

H-200: Nomination Slate

Local Workforce Development Board Nomination Slate
PLEASE TYPE OR PRINT

1. Workforce Area: Education Representative
 2. Name of Nominee: Dr. Burnie L. Roper
 3. Organization Representing Lackland Independent School District
 4. Position/Title: Superintendent of Schools
 5. Address: 2460 Kenly Ave. Bldg 8265 City/Zip Code: San Antonio/78236
 6. Telephone Number 210-357-5002 Fax: 210-357-5050 Home: 210-365 7271
 7. E-mail: roper b@lacklandsd.net

8. Gender: Male Female

9. Race: What is the nominee's race? Mark one or more races to indicate what the nominee considers himself/herself to be.

White Black/African American/Negro Chinese Korean
 Asian Indian American Indian/Alaska Native Samoan Japanese
 Vietnamese Guamanian or Chamorro Filipino
 Native Hawaiian Some Other Race _____

10. Hispanic Origin: Is the nominee Spanish/Hispanic/Latino?
 No, not Spanish/Hispanic/Latino
 Yes, Mexican, Mexican American, Chicano Yes, Puerto Rican
 Yes, other Spanish/Hispanic/Latino, specify: _____ Yes, Cuban

11. Reference Item 3. Please list any applicable Employer TWC Tax Account Number(s):
 1.) 99-992021-7 2.) _____ 3.) _____

12. Total Number of Employees associated with Employer TWC Tax Account Numbers listed in Item 11: _____

13. Please indicate the Workforce Board category the nominee represents (Check Only One):

Private Sector Large/For-Profit Business (large 500 employees or more).....	<input type="checkbox"/>	Adult Basic and Continuing Education.....	<input type="checkbox"/>
Private Sector Small/For-Profit Business (fewer than 500 employees).....	<input type="checkbox"/>	Organized Labor [20 C.F.R. §628.410(a)(3)].....	<input type="checkbox"/>
Other Private Sector.....	<input type="checkbox"/>	Community-Based Organization (CBO)	<input type="checkbox"/>
Education.....	<input checked="" type="checkbox"/>	Public Assistance.....	<input type="checkbox"/>
Literacy Council.....	<input type="checkbox"/>		
Economic Development.....	<input type="checkbox"/>		
Vocational Rehabilitation.....	<input type="checkbox"/>		
Public Employment Service (TWC).....	<input type="checkbox"/>		

Special Board Requirements - Indicate, if applicable:

14. Nominee has expertise in child care or early childhood education
 15. Nominee is a veteran AND is actively engaged in the field of veterans affairs or services

Chief Elected Official's Membership Guide for Local Workforce Development Boards

16. Lackland Independent School District
Name of Nominating Organization

17. 2460 Kenly Ave, Bldg 8265 San Antonio TX 78236
Street Address or P.O. Box of Nominating Organization City State Zip

18. 210-357-5002 210-357-5002
Telephone Number Fax

19. *Brian S Miller* JUL 22, 2015
Signature, Nominating Organization - President, Director, or other official Date of Signature

20. Mr. Brian Miller President
Print or Type Name Print or Type Title

Individuals may receive, review and correct information that TWC collects about the individual by emailing to open.records@twc.state.tx.us or writing to TWC Open Records, Rm 266, 101 East 15th St., Austin, TX 78778-0001

Boards and Commissions Information Form

Note: The information you provide on this form is public

Board: Workforce Solutions Alamo Board

PERSONAL DATA

Name:

ROPER	BURNIE	L
<i>(Last)</i>	<i>(First)</i>	<i>(M.I.)</i>

Home Address:

6627 IVY MOUNTAIN	SCHERTZ, TX, 78154
<i>(Physical Street Address)</i>	<i>(City, State, Zip Code)</i>

Home Phone: 210-365-7271

What city do you live in? SCHERTZ

Years of Residence? 2015

What county do you live in? BEXAR

Years of Residence? 1967

Employer: LACKLAND SD

Employer Address:

2460 KENLY AVE, BLDG 8265	SAN ANTONIO, TX, 78236
<i>(Physical Street Address)</i>	<i>(City, State, Zip Code)</i>

Work Phone: 210-357-5002

Length of Employment: 11 Years Position: SUPERINTENDENT

**Part G-200: Application for
Local Workforce Development Board Members**

Board Nominee: Dr. Burnie L. Roper

Category Representing: Education

1. Please describe your role within the organization you have been nominated to represent. (Private sector nominees must also list the substantial management or policy responsibilities they have that qualify them for the category.)
I currently serve as the Superintendent of Schools for the Lackland Independent School District. In this role, I am responsible for the daily operations of the school district.
2. Why are you interested in serving on the Board?
I am interested in serving on the board because it will allow me to make positive contributions as it relates to improving and building a strong workforce here in San Antonio and participating counties
3. What do you believe should be the Board's goal when developing its local policies?
The Board's goal should focus on building and maintaining a strong, relevant, and dynamic workforce that is focused on not only sustaining but increasing our economic projectory to keep San Antonio a vibrant place to live and work
4. What contribution do you believe you can make toward helping the Board achieve that goal?
As an educator and school district leader, I play a key role in laying a solid foundation for our future workforce. I have experience as a CEO and believe I will bring valuable experience to the board as we look for new and innovative ways to improve our workforce.
5. Do you, any entity or business you are involved with, or the organization for which you are being nominated to represent have a contract with the Board? Yes No if yes, please explain. If yes, have you or will you make appropriate disclosures to the Board? Yes No
6. Other volunteer commitments
If selected, I look forward to working with other board members to keep San Antonio and surrounding counties a great place to work and live.

Burnie L. Roper
Signature

7-22-15
Date

Business

Place 1

Mary K. Batch

H-200: Nomination Slate

Local Workforce Development Board Nomination Slate

PLEASE TYPE OR PRINT

1. Workforce Area: ALAMOA
 2. Name of Nominee: MARY K. BATCH
 3. Organization Representing TOYOTA MOTOR MANUFACTURING TEXAS, INC.
 4. Position/Title: HUMAN RESOURCE DEVELOPMENT ASSISTANT MANAGER
 5. Address: 1 LONE STAR PASS City/Zip Code: SAN ANTONIO, TX 78264
 6. Telephone Number 210-263-4238/ 210 262-4437 Fax: _____ Cell: 210 415-7195
 7. E-mail: MARY.BATCH@EMA.TOYOTA.COM

8. Gender: Male Female

9. Race: What is the nominee's race? Mark one or more races to indicate what the nominee considers himself/herself to be.

- White Black/African American/Negro Chinese Korean
 Asian Indian American Indian/Alaska Native Samoan Japanese
 Vietnamese Guamanian or Chamorro Filipino
 Native Hawaiian Some Other Race _____

10. Hispanic Origin: Is the nominee Spanish/Hispanic/Latino?

- No, not Spanish/Hispanic/Latino
 Yes, Mexican, Mexican American, Chicano Yes, Puerto Rican
 Yes, other Spanish/Hispanic/Latino, specify: _____ Yes, Cuban

11. Reference Item 3. Please list any applicable **Employer TWC Tax Account Number(s)**:

1.) _____ 2.) _____ 3.) _____

12. **Total Number of Employees** associated with Employer TWC Tax Account Numbers listed in Item 11: _____

13. Please indicate the Workforce Board category the nominee represents (**Check Only One**):

Private Sector Large/For-Profit Business (large 500 employees or more).....	<input checked="" type="checkbox"/>
Private Sector Small/For-Profit Business (fewer than 500 employees).....	<input type="checkbox"/>
Other Private Sector.....	<input type="checkbox"/>
Education.....	<input type="checkbox"/>
Literacy Council.....	<input type="checkbox"/>
Economic Development.....	<input type="checkbox"/>
Vocational Rehabilitation.....	<input type="checkbox"/>
Public Employment Service (TWC).....	<input type="checkbox"/>
Adult Basic and Continuing Education.....	<input type="checkbox"/>
Organized Labor [20 C.F.R. §628.410(a)(3)].....	<input type="checkbox"/>
Community-Based Organization (CBO)	<input type="checkbox"/>
Public Assistance.....	<input type="checkbox"/>

Special Board Requirements - Indicate, if applicable:

14. Nominee has **expertise in child care or early childhood education**.....
 15. Nominee is a **veteran AND is actively engaged** in the field of veterans affairs or services.....

16. The San Antonio Chamber of Commerce

Name of Nominating Organization

17. 602 East Commerce San Antonio TX 78205

Street Address or P.O. Box of Nominating Organization, City State Zip

18. (210) 229-2128

Telephone Number Fax

19. *Richard Perez* Richard Perez

Signature, Nominating Organization - President, Director, or other official

September 28, 2015

Date of Signature

20. Richard Perez

Print or Type Name

President/CEO

Print or Type Title

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Boards and Commissions Information Form

Note: The information you provide on this form is public

Board: Workforce Solutions Alamo Board

PERSONAL DATA

Name:

Batch	Mary	K.
(Last)	(First)	(M.I.)

Home Address:

10127 Cedardiff	San Antonio, TX 78245
(Physical Street Address)	(City, State, Zip Code)

Home Phone: 210-415-7195

What city do you live in? San Antonio
Years of Residence? 23

What county do you live in? Bexar
Years of Residence? 23

Employer: Toyota Motor Manufacturing Texas, Inc.

Employer Address:

1 Lone Star Pass	San Antonio, TX 78264
(Physical Street Address)	(City, State, Zip Code)

Work Phone: 210-263-4238

Length of Employment: 9 Years Position: Human Resource Development Assistant Manager

MARY K. BATCH

10127 Cedarcliff
San Antonio, TX 78245
Cell: 210-415-7195

marybatchbatch@att.net
mary.batch@tema.toyota.com

SUMMARY

Human Resources Development Assistant Manager and leader experienced in training & development, communications, instructional design, skill hiring and management. With strengths in fostering relationships (external and internal) by coaching, mentoring, developing team members and educating the community to meet business needs through organizational development and by addressing workforce issues with developing systems that encourage cross functional collaborations and a diverse workforce.

EXPERIENCE:

Toyota Motor Manufacturing, Texas, Human Resources Development Assistant Manager (5 years 10 months)

Support the plant in the recommendation, development and implementation of core and fundamental value added training and development programs for all team members that contributes to long-term individual growth and supports the development based on business needs that leads to self-reliance. Through commitment and the meeting of daily challenges by responsibly creating a positive learning environment that will support a diverse culture that respects people by maintaining the following principles: Effective teaching and coaching on a timely basis, maintaining flexibility and daily commitment to Teamwork and Cooperation.

- Developed individual specialist/group leader capabilities on problem solving, technical skills and project management by ensuring all have completed TBP thorough panel completion; sustain problem solving skills by utilizing FMDS and understand development opportunities utilizing CDP and one on one weekly meetings.
- Leading the Manufacturing Skills Standard Certified Production Technician program to enhance the quality of applicants for production team member.
- Successfully launched the Advanced Manufacturing Technician (AMT) program to develop a future generational multi-skilled maintenance workforce in the recruitment and sponsorship of 36 diverse students. 1st cohorts complete resulting in 11 hires.
- Fostering existing and new relationships at Alamo Colleges Systems in the collaboration of a new degree program that includes AMTEC national curriculum/certification for the training model for a robust AMT program which resulted in the A.A.S degree in Advanced Manufacturing Technology. |
- Develop a strategic plan and gained cross-functional consensus and approval with maintenance, manufacturing and administration in establishing a skilled maintenance variable workforce hiring pathway to support closing plant maintenance gap.
- Team Member to Team Leader Development Program (TM_TLDP) project successfully launched April 2012 and currently in second phase. Results of program to date: 61 TMs promoted to TL
- Team Leader to Group Leader Development Program draft and project plan has been developed and currently is on track to launch this upcoming fall.
- Cross-functional collaboration project with HRD and Alamo Academies teams that gained approval to initiate and support local community in manufacturing awareness by developing the Advanced Technology and Manufacturing Academy (ATMA) high school internship during the summer months at TMMTX –

currently five consecutive summers have provided internships for 56 students at TMMTX.

- Cross-functional working group with Accounting & Finance, Alamo Colleges and Texas Workforce Commission (TWC) to meet contractual and project management requirements with the awarded \$8.6M Skills Development Training Grant that supported the Tacoma launch (both production & maintenance TMs); activities included contractual amendments, monthly KPI reports to TWC. A standardized process and framework was established in regards to the Skills Development Training Grant that will be valuable in the event another grant opportunity is available to TMMTX; this included the format for training rosters that aligned with TWC TIF requirements.
- Established the first HR and administrative FMDS board to manage team in Hoshin targets and daily KPI's; resulted in above target quarterly audits pass two years; team development of ownership of KPI's and understanding of PDCA; team successful achievements of meeting or exceeding Hoshin end year targets. Specifically QCC participation rate has exceeded NA KPI's two years straight; OJD for managers went from 9% complete to 100% through reflection.

Toyota Motor Manufacturing, Texas, Human Resources Specialist (3 years and 2 month)

Worked towards meeting the daily developmental organizational needs by delivering quality training and coaching resources to team members respect for people and their challenges; which will strengthen the training & development team and the organization that will contribute to the long-term individual growth and development; by planning, implementing and supporting strategies and projects.

- On the Job Development (OJD), Toyota Business Practices (TBP) and Toyota Job Instruction Training (TJI) Administrator.
- Toyota Job Instruction Training (TJI) Trainer certified by TEMA. Instructed, coached and developed team leaders in TJI four (4) step training method.
- Toyota Business Practices (TBP) Trainer certified by TEMA. Instructed, coached and developed group leaders, specialists, assistant managers and managers in TBP problem solving activities
- Kaizen TBP understanding by creating and implementing "Refresher training strategy plan" for Managers & Assistant Managers to coach & mentor their team members.
- TBP coach for "New College Grads". Facilitated bi-weekly meetings, coordinated TBP theme submittals to TEMA. Developed roundtable TBP review with NCG supervisors and mentors.
- Facilitated and trained team members in Toyota Way 2001, A3 writing, Toyota History and values.
- Coordinated and facilitated "New Hire Orientation".
- Provided leadership and direction for the development of training curriculum and materials that support the roll-out of (94) Quality Circles. Developed & facilitated QCC Problem Solving (circle members), QCC Leader (GL's), QCC Problem Solving T3 (AM's & GL's), training material that was rolled out to team members.
- Coordinated & facilitated the OJD T3 learning lab activity for executive lead, TMMTX and TEMA.
- Created and facilitated TJI training strategy plan for team leaders.
- Created and facilitated TBP panel report out strategy plan for Managers & Assistant Managers Facilitated TBP panel report outs for Managers (93%) & Assistant Managers (75%).
- Generated Performance Indicators, reported trends and best practice that met TEMA & TMMTX Hoshin targets.
- Developed and implemented the "Maintenance Qualification System" to determine plant wide capabilities of maintenance team members by maintenance department, individual evaluation of team members and skills assessments based on results that are measurable and repeatable.

- Developed and implemented the "Maintenance Production to Skill Internal Pathway" for production team members/leaders to transfer from production into maintenance roles.
- Investigated training and team member development needs in support of training needs analysis. Currently developing strategies designed to close gaps related to team members' actual knowledge & skills vs. needed knowledge & skills.
- Administrator and Support for Maintenance Team Member development through basic fundamental training at the community colleges and pre/post skill assessments.

Palo Alto Community College, Technical Trainer III (Supervisor & HR Support) (2 years)

Supported and lead direct reports; including daily coaching and teaching based on individual development plans; monitored and reported progress; generated performance indicators, reported trends and best practices to meet customer needs. Management skills included resolving conflict, coaching and developing of others, promoting teamwork, and performance management.

- Recruited, interviewed, hired and terminated technical instructors.
- Managed and supervised a team of technical instructors that provided customized technical training for industry partners at the community college.
- Managed performance of direct reports, monitoring of individual performance and behavior through a standardized Performance Appraisal process.
- Conducted performance reviews, provided coaching, recommended instructor contract renewals.
- Supervised the development and delivery of competency-based, industrial technology contract training courses which meet current and anticipated industry needs for client/student demand. Supervise the scheduling and course development of the instructors.
- Conducted training audits and provided appropriate feedback.
- Train the trainer to cross train instructors in the industry field to deliver quality instruction.
- Coordinated and facilitated training schedules and curriculum strategies to meet the learning objectives goals for the CE Industrial Training Program(s).
- Analysis of training and development needs, definition of training programs content and identification of suppliers for the provision of development activities.

Beam Tech Corporation, Principle Investigator (Engineer, Supervisor & HR support) (2 years)

Reported directly to the CEO. Responsible in bringing new products to market by implementation of design & development, analyzing proposed product requirements and product development programs; establishing time schedules with engineering and manufacturing. Introduced and marketed new products by developing time-integrated plans with sales, advertising and production

- Skills including resolving conflict, coaching and developing others, promoting teamwork, and performance management. Recruitment & Selection: job analysis, identification of requirements, person specifications, method of recruitment, production of advertising, liaison with external suppliers, short-listing and criteria based interviewing.
- Managed staff to achieve performance goals. People management skills included conflict resolution, coached and developed others, promoted teamwork, and performance management.
- Responsible for developmental and evaluation measures for assigning salary grades, analyzing and conducting intermittent salary reviews.
- Completed operational requirements by scheduling and assigning employees; monitored project plan, communicated monthly, quarterly and annual key performance indicators and reports.
- Lead to establish company policies, standard operating procedures, safety and security protocol.

- Suggested suitable resolutions regarding employee relations problems and inferring company policies.
- Trained staff in the industry research field to deliver quality research analysis and product to support the SBIR (Small Business Innovative Research) grant.
- Performed analysis of training and development needs, defined training programs content.
- New hire orientation

University of Texas Health Science Center, BIST IV (Engineer & Supervisor support) (12 years)

Reported to the Director of Automatic Informatics Services. Responsibilities included the support of biomedical research and design strategies of prototypes. Worked directly with clients and business partners; supervised developed & evaluated technicians and engineers.

- Lead Engineer for the R&D division and implemented biomedical technology that meet the needs of the resident researchers at the Health Science Center.
- Project manager for most prototype projects – handled several projects concurrently.
- Consulted on proposed grants regarding support & design services.
- Supervisor and trainer for electronic/engineering technicians and St. Phillip’s Bio-medical students.
- Managed staff to achieve performance indicators. Conflict resolution, coached and developed technicians, promoted teamwork.
- Interviewed, hired, cross-trained & made recommendations for terminations of biomedical technician’s engineers and student co-ops.
- Provided technical support and training in the design, fabrication, and assembly, debugging and re-engineering of prototypes and existing biomedical instrumentation for researchers.
- Provided engineering design and support service in the areas of engineering research, consulting, design and fabrication of electro-mechanical/electronic instrumentation and systems, such as, embedded controllers, data acquisition, interfaces, digital/analog, etc.
- Developed training strategies for end users on the operation of biomedical/medical prototypes.
- Developed the servicing of pipette/pipetman(s) strategy and implementation plan within the Machining Division; including trained technician in the repair and calibration procedures; automated the certification of the calibration thorough software and hardware.

Key Points

- Have acquired over 13 years of generalized experience in the field of human resource management.
- Have acquired over 22 years of manufacturing (TMMTX, Beam Tech Corporation, Rockwell, Safetrans and Lockheed)
- Have acquired over 17 years of supervisory experience (TMMTX, Palo Alto, Beam Tech Corporation and UT Health Science Ctr)
- Have significant academic background and training (17 years) in soft & technical skills.
- Have outstanding interpersonal and communication skills in both verbal and written.
- Demonstrated the ability to work independently to develop solutions to complex problems throughout current and previous employment.
- Have well-built positive employee relationships by creating a positive learning, coaching and mentoring environment; while maintaining flexibility.
- Supports a diverse culture that respects & values people.
- Well organized and committed to teamwork and cooperation.

Organizations and Groups

- American Society for Training & Development (ASTD)
- Society for Human Resources Management (SHRM)
- San Antonio Human Resources Management Association (SAHRMA)
- SAHRMA Human Capital Alliance (HCA)
- CARCAM-National Visiting Committee
- San Antonio Manufacturers Association Education Committee.
- Palo Alto College Automation Technologies Advisory Committee.
- St. Philips College Machinists Advisory Committee.
- Automotive Manufacturing Technologies Educators Collaborative (AMTEC)-Leadership team

COMPUTER PROGRAM SKILLS

- Extensive MS Excel
- Extensive MS Word
- PeopleSoft
- Visio
- Microsoft Project
- Power Point
- Access
- Adobe Photoshop
- Front Page
- Adobe PDF
- Adobe Illustrator
- Microsoft Publisher