



Vita 2017

Instructor: Truitt Leake

Academic Department: Higher Education and Learning Technologies

University Address: Higher Education and Learning Technologies

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EDUCATION

Texas A & M University-Commerce, Doctorate of Education, December 2013

Doctoral Curriculum Core Values: Factors that Contribute to Graduate Success

Texas A & M University-Commerce, 2013

Master of Science in Higher Education Curriculum, Supervision, and Leadership

East Texas State University, 1974

Master of Science in Business Administration

University of North Texas, 1972

Bachelor of Business Administration Administrative Management

TEACHING EXPERIENCE

- Tarrant County College District
- Adjunct Professor at Northwest Campus in Business Department teaching Capstone course in Small Business Operations, and courses in Business Management, and Business Finance
- Developed Business curriculum and testing criteria for on-line courses for Northwest Campus offered on Virtual College of Texas
- Member of the College speaker's bureau with over 100 public presentations and regional program development for jobs with closing of Carswell AFB.

- Developed and taught Continuing Education courses in Accounting, Management, Supervisory skills, Small Business Operations, and golf
- Business Curriculum Advisory Committee member for Northwest Campus for fifteen years providing community input for program development and graduate achievement
- Contract trainer for TCCD Corporate Services providing employment relocation, resume preparation, and interviewing skills for 2,200 displaced employees of Lockheed Martin Corporation and City of Fort Worth

North Central Texas College, Gainesville, Texas, 1991

- Developed curriculum and taught Leadership and Supervisory skills to coordinators, managers, and supervisors at Denton State School
- Coordinated class scheduling to meet the professional management staff needs for campus workforce during training contract
- Reviewed supervisory skills to be provide and measure the evaluation of program success for Denton State School management to ensure program upgrading of hiring criteria

Educational Experience:

Associate Director of Business Services 1992 to 2011

Tarrant County College District, Fort Worth, Texas,

- Associate Director of Business Services at Northeast Campus with 20,000 full-time enrollments and 20,000 continuing education enrollments
- Directed District Corporate Contract billings for Continuing Education for State of Texas jobs development and local contract training in Tarrant County
- SACS District committee member for Registration, Accounting, and Financial Aid Systems
- Represented Northwest Campus Business Department Faculty for SACS and Coordinating Board Audits/Reviews
- Director of Small Business Development Center for Economic Development counseled and reviewed 250 business plans annually and coordinated local SBA loans with local area SBA certified financial institutions
- Adjunct Professor at Northwest Campus in Business Department teaching Capstone course in Small Business Operations, and courses in Business Management, and Business Finance
- Developed Business curriculum and testing criteria for on-line courses for Northwest Campus offered on Virtual College of Texas
- Served on the Northeast Tarrant Economic Development Committee for the Fort Worth Chamber of Commerce and Chaired the North Area Council for business development including Fort Worth Stock Yards Historical District and Alliance Intermodal Airport and I35 business corridor
- Member of the College speaker's bureau with over 100 public presentations and regional program development for jobs with closing of Carswell AFB.

- Developed and taught Continuing Education courses in Accounting, Management, Supervisory skills, Small Business Operations, and golf
- Business Curriculum Advisory Committee member for Northwest Campus for fifteen years providing community input for program development and graduate achievement
- Contract trainer for TCCD Corporate Services providing employment relocation, resume preparation, and interviewing skills for 2,200 displaced employees of Lockheed Martin Corporation and City of Fort Worth

PUBLICATIONS

Texas A & M University-Commerce, Doctorate of Education, December 2013
Doctoral Curriculum Core Values: Factors that Contribute to Graduate Success

RESEARCH GRANTS AND AWARDS

Associate Director of Business Services 1992 to 2011
Tarrant County College District, Fort Worth, Texas,

- Associate Director of Business Services at Northeast Campus with 20,000 full-time enrollments and 20,000 continuing education enrollments
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Employers Insurance of Texas, 1989-1990

National Legal Collections Account Manager, Dallas, Texas

Directed and managed corporate legal collection for Workman's Compensation accounts receivables across Texas

Testified daily in both Dallas District and Dallas County Courts of Law for insurance contracts and corporate accounting record---(both video and court testimony)

Coordinated internally with corporate staff attorneys and contract attorneys corporate employee court testimony, records retrieval, and corporate payroll audit reporting

Negotiated contract settlement and legal documents for corporation to insure legal liability documentation and finalized payment methods

Reviewed all corporate counter-suit documents with attorneys in settlement closing and directed to specialist attorney firms

Testified in Federal bankruptcy court for legal documentation of corporation standing in judgments and long-term receivables collection

Brenda Pejovich and Associates, Inc., 1989

Contract Accountant for Banking Closure/Reporting, Dallas, Texas

Reviewed and coordinated banking consolidation of commercial and personal loans for Federal bank closing and asset division merger

Developed reports for new owners for loan accusation and loan disposal to separate quality loans from loans to be written as accounting losses

Reviewed asset values for bankruptcy reporting and asset retrievals

Empire of America, 1985-1988

Vice President of Texas Operation, Fort Worth/Houston, Texas

Responsible of corporate operations of 18 Saving Bank branch location in Fort Worth and Houston, Texas, including 12 story corporate office tower

Duties included all regional Savings Banking operations for business properties, customer accounting records, security for computer center and tax payments to Tarrant County for customer mortgage escrow accounts
Implemented and authorized all software changes for customer accounts and for account security
Nationally, implemented software and equipment procedures of computer conversion with vendors and other corporate divisions in New York, Florida, and Colorado
Developed training procedures for management, staff, and new employees for banking security and software protection
Developed with community organizations charitable events for Community Food Band and area Hospitals

Crum and Foster Insurance Company, 1978-1985

Regional Service Center Operations Manager and Controller, Dallas, Texas

Directed management coordination for Corporate and Personnel lines insurance company in 26 office operations in five states
Responsible of all annual lease agreements and contracts for new building sites and building repairs
Managed a 12 story office tower in Dallas, Texas with 1800 employees
Management review and employee evaluation for 900 employees annually ---for quality and written documentation
Accounting duties included banking relations with local banks and Chase Bank, NY City including International wire transfers and International Letters of Credit
Accounting procedures for premium accounting, claims accounting, agency receivables, and annual internal and external audits, and budgeting for region
Directed and designed Accounting system conversion from paper to electronic system for 1 billion dollars in corporate sales annually
Responsible for 24/7 computer system and electronic document transfer/update daily with national corporate accounting system
Contracted with Xerox Corporation to divide company records into two separate business entities requiring making 1,400,000 impressions in 6 weeks and redesigning office and management structure
Interviewed on regional college campuses for graduates for company training programs in underwriting, claims management, actuarial services, management trainees, and business accounting staff
Directed compete renovation of 12 story tower for telephone, electrical, computer terminals, furniture and fixtures

Universal Restaurants, Inc., 1977-1978

Controller, Dallas, Texas

Responsible for accounting and banking operation for three privately owned gourmet restaurants in Dallas, TX
Directed daily operations of business staff and payroll accounts
Interacted with restaurant management for customer billings and daily cash management
Filed with State of Texas liquor sales tax reports on a monthly basis
Managed owners personal business accounts and reviewed business acquisitions including lease agreements and contracts for equipment purchases

Southwest Wheel and Manufacturing, 1974-1977

Controller Electric Division, Dallas, Texas

Wheel and running gear/suspensions distributor throughout Texas, New Mexico, Oklahoma, Arkansas, and Louisiana, 26 offices in five states
Coordination of Lec Electric division accounting records with parent company accounting system and software conversion
Accountant for company trucking division for payments and driver payroll
Duties included all general ledger accounting system and inventory calculation
Created Marketing reports for Sales corporate management staff to analyze production scheduling, inventory management, and staffing
Prepared audit packet for independent auditors for annual financial reporting and taxes
Reviewed production calculation for production scheduling in other corporate division accounting systems
Reviewed and analyzed accounting reports for companies being considered for purchase by corporate management

Service to Institution and Community:

Treasurer of Denton Food Pantry Board 2004-2007
Southern Association of College and Schools Self-Study 2001-2011
Texas Association of Community College Business Officers 2004-2011
Southern Association of College and University Business Officers 2005-2011
North Texas Community College Consortium 2005-2011
Leadership Tarrant County College District, class #1, 2005
Chairman of Fort Worth Chamber of Commerce North Area Board for economic development 2007-2010, member from 2000-2011
Committee member for Fort Worth Chamber of Commerce for Marketing and Pension Planning
Member of the Fort Worth Chamber of Commerce Economic Development Committee 1990-2011
Colleyville, TX Tax Increment Financing District Board 2008-2011
Menasco Manufacturing Scholarship 1968-1972
Tarrant County College speakers bureau for 20 years