

# Catherine Walker

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January 4, 2017

I am writing to express my interest in the vacancy on the Board of Directors for the Crestline Village Water District. I am a long-time resident of the mountain community. While I have lived in Crestline since 2003, I spent my childhood in Lake Arrowhead. I bring to this open position a specialized skill set which includes my educational background, communication experience, research and reporting skills, public outreach skills, event planning/coordinating experience, and my presentation/media production expertise.

My educational background includes a B.S. in Information Systems (1991), a M.A. in Education with a concentration in Instructional Technology (1996), and a M.S. in Environmental Policy and Management with a concentration in sustainability (2012). In completing my M.S. in Environmental Policy and Management degree, I gained experience in developing plans that bring together opposing sides around controversial environmental issues, reading federal and state environmental codes/regulations, writing detailed response letters that include the review/summary of scientific data, and making formal presentations. I hold two Geographic Information System certifications, one from Penn State and one from Eastern Michigan University. I am also a California Naturalist with certification from UC Davis.

My work experience includes fifteen years of managing all aspects of instructional technology at the University of Redlands, three years managing a multimedia grant for the Claremont Graduate University, and many years of experience as an information technology consultant for CSU, San Bernardino.

As a person with a genuine appreciation for the preservation of natural spaces and the conservation of water resources, I decided to complete a second Master's program in the field of Environmental Policy. Presently, I am teaching an Introduction to Environmental Studies course for the University of Redlands. Through this course, we study water access issues given continued drought, climate change and its effects, and issues with increased pollution levels due methods of energy production and human choices. I am also familiar with the details of Urban Water Management Plans in that they include details such as sources for water, the service area, the function of the water treatment plants, water conservation actions, and need for contingency planning.

On a personal level, I have a strong commitment to community service. Listed below some of the volunteer activities I have been involved with over the past several years. All of these programs require a high level of dedication, coordination, and communication skills. In several cases, these are programs I initiated and have sustained over the years.

- Event planner/instructor for the Student Success Academy, a University of Redlands grant project serving San Bernardino County foster youth, 2010-present. Our workshops often focus on environmental issues/solutions.
- Organizer of lakeshore clean-up days at Lake Silverwood. These involved gaining approval from the State Park management and organizing the clean-up crews (foster youth from the Inland Empire).
- Developer and instructor for a classroom instructional unit on water quality for a 5<sup>th</sup> grade class at Lake Gregory Elementary School as part of my GIS in Education certification program from Eastern Michigan University. The students completed water quality testing of various lake locations, they mapped their data using Esri's ArcMap, and they developed a PowerPoint presentation of their findings.
- Organizer of Geography Kid Camp, a one-day summer camp serving children from elementary schools in the Redlands Unified School District, 2006-present.

I have received three awards for my service work:

- University of Redlands: Frank J. Rice Award for Outstanding Volunteer Service, 2012-2013.
- University of Redlands: Town and Gown Woman of Distinction Award for Volunteer Service, 2012.
- University of Redlands: Presidential Award for Outstanding Service, University of Redlands, 2006.

With my professional and personal experience, as well as my academic background, I believe I am well suited to fill this vacancy on the Board of Directors for the Crestline Village Water District. I have the necessary technical and analytical skills, communication style, and educational background that I believe would benefit the organization.

Thank you for considering my application. References are available upon request.

Sincerely,

*Catherine Walker*

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Yvonne verified  
1-5-17  
WAW*

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## Education

### **M.S. Environmental Policy and Management, Sustainability option**

American Public University, November, 2012

- Developed and implemented curriculum for an energy literacy summer program for foster youth. Thesis was based on pre/post survey data. Graduated with academic honors.

### **M.A. in Education, Instructional Technology option**

California State University San Bernardino, June 1996

- Thesis and the interactive computer application authored were based on the theory of visual learning implemented through hypermedia. Graduated with departmental honors.

### **B.S. Business Administration, Information and Decision Sciences concentration**

California State University San Bernardino, June 1991

- Specialties include classroom instruction on computer-based topics and technical writing. Graduated with departmental honors.

## **Certificates:**

California Naturalist, University of California Cooperative Extension, October 2013

Graduate Certificate in GIS for Educators (12 units): Eastern Michigan State University, May, 2010

Graduate Certificate in GIS (11 units): Penn State World Campus, October, 2009

Certificate in On-line Teaching: Cerro Coso Community College, October, 2009

## Professional Experience

**Curriculum Developer/Event Planner** - Student Success Partnership, a University of Redlands grant project serving San Bernardino County foster youth. 2010-present. This program offers STEM-related hands-on workshops and host a four-week summer school for 50+ foster youth in the Inland Empire.

**Adjunct Faculty** - University of Redlands (August 2002 to present). Certified to teach in the areas of Environmental Studies, Business, and Education. Fall 2012-Fall 2015-Winter 2017: Course taught: Environmental Studies 100.

**Curriculum Developer** – Boys & Girls Club (January 2017) and City of Fontana, Mary Vagle Nature Center (completed June 2016). Responsible for creating environmental science curriculum geared toward K-5 grade students.

### **Associate Director – Academic Computing and Instructional Technology Services**

University of Redlands (August 2000 to January, 2016)

- Campus administrator for Moodle, the university's learning management system. Duties include course and user-access management, phone and face-to-face support, faculty training and support, and instructional design assistance.
- Coordinate/host professional development workshops and events for faculty and students. Responsibilities include producing advertisement notices (using print, e-mail, Web, and social media), preparing training materials, site preparation, classroom instruction, evaluating event reviews, and providing follow-up support.
- Provide phone and face-to-face consultation support to faculty regarding the integration of technology into the teaching process.
- Produce the department newsletter. Duties include writing articles and producing the printed and Web-versions of the newsletter.
- Provide input on departmental policies and budget.
- Perform research and write reports for decision-making purposes.
- Write grant applications and final reports.
- Prepare content and maintain the department Web site, Facebook site, and two support Web sites.
- Supervise 2 full-time staff positions.

### **Grant Project Administrator – Instructional Media Designer**

Claremont Graduate University / Humanities Department (March 1997 to August 2000)

- Budget management (\$500,000 over four years).
- Responsible for recruiting undergraduate faculty members to join the Humanities Electronic Media Project.
- Responsible for supervising graduate interns who were matched with undergraduate faculty.
- Provided training for the graduate interns.
- Wrote grant progress and renewal reports.
- Delivered public presentations focused on grant activities and educational partnership opportunities.
- Developed print and Web-based project advertisements.
- Developed Web-based curriculum applications and video productions.

### **Adjunct Faculty**

Claremont Graduate University / Humanities Department (March 1997 to August 2000)

Adjunct faculty member for the Department of Humanities. Taught the graduate-level instructional design course.

### **Lecturer**

California State University San Bernardino / School of Education, Instructional Technology

September 1996 to June 1997

- Taught courses in the Instructional Technology M.A. program and in the Teaching Credential program.
- Managed the School of Education computer labs and Web server.
- Supervised the lab technician.
- Hired and trained student assistants.
- Served as a member of the School of Education Web committee and the technology-use committee.
- Provided technology-oriented training sessions (including hosting events and writing handouts) for School of Education faculty.

### **Professional Development Coordinator (Information Technology Consultant)**

California State University San Bernardino / Academic Computing and Media

September 1989 to September 1996

- Provided computer consultation services for faculty and support staff.
- Coordinated the technology-oriented faculty development program.
- Developed and published quarterly workshop schedules.
- Developed/wrote specialized curriculum materials.
- Instructed the majority of all seminars offered. Seminars included business computer applications, Internet access, Web page development, technology and instruction through distance learning, and multimedia design and development.
- Member of the multimedia team responsible for assisting in the production of promotional presentations and videos.
- Managed site license contracts for Novell, ESRI, SAS, and SPSS.

Other positions at California State University San Bernardino include Teaching Assistant (1995-96), Purchasing Agent for computer hardware and software (1986-89), and Accounts Receivable Clerk (1982-85).

### **Volunteer Coordination/Activities, Professional Service Recognition, Committee Memberships, and Presentations**

- University of Redlands – Coordinator for Geography Kid Camp, 2006-present; School Supply Drive, 2008-Present; MyBook Program (lending library with elementary schools), 2012-present; and the Blessing Center Holiday Meal Program, 2011-present. Program developer/instructor for the Student Success Partnership (a grant project serving foster youth), 2010-present).
- Mountain Counseling and Testing, Board Member/Secretary, 2015-present.
- Big Brothers/Big Sisters of the Inland Empire, Mentor, 2006-2015. Mentor of the Year, 2015.
- Redlands/University of Redlands Sustainability Fair, Presenter, 2014-15.
- University of Redlands Town and Gown, Board Member. 2012- 2014.
- University of Redlands: Frank J. Rice Award for Outstanding Volunteer Service, 2012-2013.
- University of Redlands. WASC self-study committee member for the Improving Program Quality to Support Transformative Learning, 2012-2013.
- University of Redlands: Town and Gown Woman of Distinction Award for Volunteer Service, 2012.
- Esri Education User Conference, San Diego, Title: I Found this Awesome Website! Finding and Evaluating Information (co-presented with David Smith). July 2011.
- CSU, San Bernardino EdTech Classroom Conference. Title: Sharing Stories with ArcGIS On-line. 2010.