

Application Form

Disclaimer

Under Florida law, all information, including e-mail, written letters, documents and phone messages, sent to the Alachua County Board of County Commissioners are subject to Public Records law. This includes the sender's e-mail address, home address or phone number if shown in the message, the content of the message and any associated attachments to the mail. If you are exempt from aspects of the public records law pursuant to F.S. 119.071, contact the advisory board coordinator at 352-264-6906 prior to submission of this form.

Please Agree with the Following Statement

I have read the disclaimer above and understand my application is subject to Florida's Public Records Law.

☒ I Agree

Profile

Trenton

First Name

Hightower

Middle Initial

Last Name

530 W University Ave

Home Address

Suite or Apt

Gainesville

City

FL

State

32601

Postal Code

trenton.hightower@sfcollge.edu

Email Address

Mobile: (804) 332-1071

Primary Phone

Alternate Phone

Santa Fe College

Employer

Director of Workforce
Development

Occupation

Education:

DOCTORAL – ORGANIZATIONAL LEADERSHIP - Argosy University MASTER DEGREE –
ADMINISTRATION OF HIGHER EDUCATION – State University of New York/Brockport SYSTEMATIC
CURRICULUM INSTRUCTIONAL DESIGN COURSE (40 hours) – Ohio State University BACHELOR OF
SCIENCE – COMMUNICATION/PUBLIC RELATIONS – Minor: Business Mgmt. - Rio Grande College

Professional Organizations:

Board member of National council for Continuing Education and Training Virginia Department of Business Development Advisory Council LERN Senior Advisory Committee & Community College Council Virginia Community College Association Governors Team for Economic Development mega sites team VA Frederick County - Economic Development Advisory Team Frederick Chamber of Commerce – Education Committee Chairperson National Association of Workforce Development Professionals Ambassador for Frederick County Office of Economic Development

Which Boards would you like to apply for?

Economic Development Advisory Committee (EDAC): Submitted

What position(s) are you applying for?

Board Member

Interests & Experiences

Are you currently serving or have you ever served on an Alachua County advisory board?

☐ Yes ☒ No

If yes, please list board(s):

Please list any civic and professional accomplishments/honors, training or experience related to this appointment:

National Council for Workforce Development – Instructor leadership and Train the Trainer Ridgewater College MN – Staff Training Galveston College TX – Staff Training Borough of Manhattan Community College – Sales Training Rose State College – Disc and Team Training John Tyler Community College – Sales Training Project Management Blended Learning Train-the-Trainer National Council for Continuing Education & Training- Train-the-Trainer DISC Train-the-Trainer Penn State University – Instructor for business program and staff Frederick Community College – Associate Professor of Public Relations courses, Lead Instructor for Speech 101 Finger Lakes Community College – Instructor for Organizational Behavior and Business Communications Over 500 instructional hours for Finger Lakes Community College – The Institute for Workforce Development Over 300 instructional hours for Dale Carnegie of Syracuse and Rochester Duquesne University Institute for Economic Transformation – Meeting Effectiveness Instructor Program development BU275 Fundamentals of Leadership for Curriculum Committee – prep and approval

What Contributions do you feel you could make if you were selected to this board?

Provide Leadership Provide information about workforce Support ideas to recruit new business to the community Support ideas about incubation of new business

[99Trenton_Hightower_-_Resume_-_2019_B2B.doc](#)

Upload a Resume

Demographics

Trenton Hightower

Some boards and commissions require membership to be racially, politically or geographically proportionate to the general public. The following information helps track our recruitment and diversity efforts.

Ethnicity

☒ Caucasian/Non-Hispanic

Gender

☒ Male

04/13/1966

Date of Birth

Are you over the age of 60? (Required for some boards)

☐ Yes ☒ No

Are you a resident of Alachua County?

☒ Yes ☐ No

If you are an Alachua County resident, how long have you lived in the county?

1 year

Supplemental Questions

Some of the boards and committees appointed by the County Commission are required to comply with Chapter 112, Florida Statutes, the Financial Disclosure Law. If applicable, would you be willing to file the required financial statement?

☒ Yes ☐ No

Do you affirm that your personal and business (if applicable) affairs within Alachua County are in substantial compliance with all county regulatory and taxing authorities rules and regulations?

☒ Yes ☐ No

Please Agree with the Following Statement

Appointees to advisory board/committees are required to attend scheduled meetings as specified in the "Guidelines for Citizen Advisory Boards and Committees".

☒ I Agree

Please Agree with the Following Statement

I understand that this completed application is the property of Alachua County and I hereby certify that the statements made on this application are true and correct.

☒ I Agree

WROKFORCE DEVELOPMENT PROFESIONAL

TRENTON HIGHTOWER

4735 SW 91ST Drive Unit 208 Gainesville, FL 32608

☎ 804-332-1071 ✉ Trenton.hightower@SFcollege.edu 🔗 www.linkedin.com/in/trentonhightower/

CAREER PROFILE

Recognized for my exceptional understanding of local and national workforce training and development needs; Visionary leader with over 27 years of experience in training, assessment and education. Have taught hundreds of courses focusing on administration and leadership, as well as completed doctorate-level courses in Organizational Leadership. I am a proactive and strategic leader with extensive experience in training needs assessments and national training needs. I have consistently demonstrated an exemplary record of business development, planning, implementing, directing, and growing superior programs, with a strong record of delivering successful results while leading programs from deficit to profit. I am articulate and effective working with business partnerships, committees, boards, and legislators, as well as recognized for leading initiatives. I am a published author and an engaging, passionate public speaker nationally.

CAREER DEFINING ACCOMPLISHMENTS

- Keynote speaker and/or trainer for 22 states on leadership, teambuilding, course development, and workforce/training needs assessment
- Developed contract and hosted Hallym University Korean students completing 2 weeks of IT training
- Coordinated 1.2 million dollar contract for 2600 DHR/DSS employees
- Managed two training divisions from deficit to profit centers
- Published book "Field Trip 101" Teambuilding tool
- Producer and Host of a 12-part series television show – "Job Connection"

COMPETENCIES

Leadership | Marketing | Administration | Performance Improvement
Grant Writing and Management | Solution Selling | Partner Relationships
New Business Development | Public Speaking
Event Planning | Training and Development | Continuing Education | Logistics
Financial Analysis | Market Research | Conference Organization | Management
Business Networking | Market Intelligence | Learning Systems | Strategic Planning | Enrollment Programs

CAREER PROGRESSION

DIRECTOR – CUSTOMIZED TRAINING

2022 - present

Santa Fe College

- Manage staff, coordinators, faculty, and instructors
- Responsible for budget development and goal achievement
- Responsible for developing online training
- Responsible for large account management, grant writing, and project management
- Set and establish goals for new programs and community partnerships
- Managed training for college staff with HR manger

REGIONAL REPASENTIVE – CAREER SCOPE & GRADCAST. LLC

2018-2022

JEVS Human Services – Job Assessment Division CareerScope

- Develop regional relationships with colleges and employment office that support job training and development
- Work with assessment based on interest and aptitude for job match using DOL
- Provide training session with MeetingToGo for staff at colleges and employment offices
- Assist college partners to use Department of Labor data about job and titles
- Develop new partner through market research, prospecting, conference exhibits

- Provide leadership for virtual team across United States

VICE PRESIDENT – STRATEGIC PARTNERSHIP & BUSINESS DEVELOPMENT

2014-2017

ProTrain, LLC – Licensed Proprietary Online School

- Develop national relationships with colleges and universities that support overall training and development, from assessment to developing and delivering training, concluding with evaluation
- Work with business clients with consultative services for assessment, training, and evaluation
- Provide training solutions to meet online and in-classroom needs for Education2Employment
- Assist college partners to develop virtual continuing education divisions that support high-demand, high-growth jobs
- Develop leads through market research, prospecting, conference exhibits, and support marketing to drive increased enrollment, and provide market intelligence for pricing
- Provide leadership for virtual team across United States

VICE PRESIDENT – STRATEGIC BUSINESS DEVELOPMENT (CLOSED IN 2014)

2012 – 2014

Boston Reed College

- Develop and deliver national symposiums; provide national training for college and university partners
- Develop national relationships with colleges and universities that support overall training and development
- Develop leads through market research, prospecting, and conference exhibits
- Strategic planning with sister companies
- Responsible for blended learning, training, and education leading to national allied health certifications
- Provide state-to-state analysis for strategic planning purposes

SPECIAL ASSISTANT TO THE VICE CHANCELLOR FOR WORKFORCE DEVELOPMENT AND WIA

2009 - 2012

ASSISTANT VICE CHANCELLOR WORKFORCE DEVELOPMENT SERVICES

2005 - 2009

Virginia Community College System

- Provide leadership for 23 colleges in programs to meet demographic needs
- Coordinate with Governor's office for VCCS projects and statewide job creation efforts
- Responsible for budget development and goal achievement (2011 – new funding for colleges)
- Responsible for state and federal grant project management (DOL, DOE)
- Set and establish goals for new programs and community partnerships
- Provide leadership training for state growth and program improvement
- Responsible for distance education and statewide technology RFPs
- Lead staff for events and project management

ASSOCIATE VICE PRESIDENT – CUSTOMIZED TRAINING

2002 -2005

DIRECTOR – CUSTOMIZED TRAINING

1999 - 2002

Frederick Community College

- Manage division staff, coordinators, academic faculty, and instructors
- Responsible for budget development and goal achievement
- Responsible for developing online training
- Responsible for large account management, grant writing, and project management
- Set and establish goals for new programs and community partnerships
- Managed training for college staff with HR manger

MANAGER OF TRAINING AND WORKFORCE DEVELOPMENT

1997 - 1999

MARKETING AND TRAINING COORDINATOR

1993 - 1997

Finger Lakes Community College

- Manage coordinators and instructors for The Institute for Workforce Development

- Ambassador for Frederick County Office of Economic Development

ADJUNCT INSTRUCTOR AND PROFESSIONAL DEVELOPMENT SUMMARY

- National Council for Workforce Development – Instructor leadership and Train the Trainer
- Ridgewater College MN – Staff Training
- Galveston College TX – Staff Training
- Borough of Manhattan Community College – Sales Training
- Rose State College – Disc and Team Training
- John Tyler Community College – Sales Training
- Project Management Blended Learning Train-the-Trainer
- National Council for Continuing Education & Training- Train-the-Trainer
- DISC Train-the-Trainer
- Penn State University – Instructor for business program and staff
- Frederick Community College – Associate Professor of Public Relations courses, Lead Instructor for Speech 101
- Finger Lakes Community College – Instructor for Organizational Behavior and Business Communications Over 500 instructional hours for Finger Lakes Community College – The Institute for Workforce Development
- Over 300 instructional hours for Dale Carnegie of Syracuse and Rochester
- Duquesne University Institute for Economic Transformation – Meeting Effectiveness Instructor
- Program development BU275 Fundamentals of Leadership for Curriculum Committee – prep and approval

PROFESSIONAL PUBLICATIONS, TELEVISION, AND WRITTEN WORK

- Published article on Public Private partnerships
- Published Field Trip 101 – The Mind Trap
- Catalyst “Advisory Group – A New Model”
- Publication of second book – Mind Trips
- Published book – Field Trip 101 – A fun, fast way to build team - Keynote speaker
- Wrote over 20 training grants
- Articles published in The Community College Times and Community College Journal
- Articles published in NCCET and the Frederick SHRM newsletters
- “Workforce Development Issues” – article published in the Frederick Guide
- Finger Lakes TV – Channel 12 – “Job Connection” – Producer and Host
- Monograph Workforce Innovations published by the League of Innovations
- Developed and published the first Institute for Workforce Development newsletter
- Wrote procedures manual for The Institute for Workforce Development
- Guest on local radio station – WCGR – Training and Development

PROFESSIONAL SPEAKING ENGAGEMENTS

- VCCS Hire Ed conference – “Online registration” & “Juvenile Detentions Training”
- National Council for Workforce Development – “Need Assessments”
- Keynote – Continuing Education Training Institute – “Career Pathways to Academics”
- Keynote – Clemson University – “Effective Marketing”
- Webinar – “Virtual Education Model”
- Keynote session – Leadership in Higher Education” NCCET
- JSRCC keynote for Administrative Conference
- NCCET certifications and new programs
- Webinar – “The New Model for Continuing Education”
- Industry Certification Club Industry
- Webinar – “E-learning and E-marketing”
- Community College Futurist Assembly panelist
- SHRM VA Presenter
- JTCC convocation speaker

- VHCC keynote for advisory groups
- Keynote – Indiana state conference
- Texas state conference
- California state conference
- Maryland WIA – “Motivating Your Staff”
- VA state workforce development conference – “Selling in Higher Education
- Washington state conference
- League of Innovations – “Wireless Certification Programs”
- Frederick Chamber of Commerce – “Leadership”
- Leadership Frederick – Program Leader – “Leading the Community”
- National Association of Workforce Development Professionals – “Engaging the Business Customer”
- NCCET – “Trainingsafari.com”
- Consultants Trainers Resource Network – “Web-based Training”
- Business Exposition – “Keeping Your Customers for Life”
- Consultant Trainers Resource Network – “How Trainers Can Sell”
- Carroll Manor Lions Club
- Cable 10 – Interview discussing programs and FCC/JTA Customized Training
- Upstate New York Minority Purchasing Council – “Quality”
- Business and Professional Women Speakers – “Contract Training”
- Finger Lakes Area Vocational Center – “Leadership for Seniors”
- Veteran’s Administration – “Training Yourself”

VOLUNTEER AND COMMUNITY ACTIVITIES

- CharacterWorks Youth Theater - Parent Volunteer and Committee Chair
- Relay for Life
- Upwards Basketball - Coach/Assistant Coach
- Junior Achievement – Applied Economics
- March of Dimes Community Project
- YMCA Board of Directors
- Leadership Frederick – Steering Committee
- Canandaigua Chamber of Commerce Virtual City Project