



Board Appointment Form

City Clerk's Office

Appointing Office	Cynthia Boyar Trejo, District 4
Agenda Placement	Consent
Date of Council Meeting	05/28/25
Name of Board	Ethics Review Commission
Agenda Posting Language	
Appointment of Margie Aguilar to the Ethics Review Commission by Representative Cynthia Boyar Trejo, District 4.	
Appointment Type	Regular
Member Qualifications	
See resume attached.	
Nominee Name	Margie Aguilar
Nominee Email Address	
Nominee Residential Address	
Nominee Primary Phone Number	
Residing District	District 3
City Employed Relatives	N/A
Board Membership	
N/A	
Real estate owned in El Paso County	
Previous Appointee	Mark-Thomas Bray
Reason for Vacancy	Term Expired
Date of Appointment	05/28/25
Term Begins On	02/21/25
Term Expires On	02/20/27
Term	First Term

~ COMPLIANCE, ACCREDITATION, & CAMPUS MANAGEMENT

Highly skillful and instinctive professional with extensive knowledge in accreditation, curriculum development, research, hiring practices, evaluation of program effectiveness, public relations, and reporting. Skilled in the preparation of program applications and reports for the state, accrediting body, Department of Education, and Texas Higher Education Coordinating Board. Experienced in the preparation of bids to agencies. Accreditation leader which led to exceptionally high ratings in audits for over 25 years. Quantifiable strengths in leadership, supervision, and campus management. Have maintained a culture of high ethical standards among all employees and students.

AREAS OF EXPERTISE

Supervisory experience of 100 + employees
Business Operations Management
Accreditation Coordinator
Experienced presenter
Excellent people skills
Trainer and Coach
Public Relations

- Ability to multitask and work effectively under pressure
- Outstanding written and verbal communication, bilingual
- Excellent relationship builder with success in strong teamwork

PROFESSIONAL EXPERIENCE

WESTERN TECHNICAL COLLEGE | 2015–PRESENT

Campus President-Branch Campus

- Oversight of the overall operation of the Branch Campus
- Hire and evaluate Program Directors for all programs, the Distance Education Administrator, and staff
- Monitor student satisfaction through surveys and classroom evaluations
- Ensure that Program Directors, faculty, and staff are up to date with required training
- Monitor all supervisors' annual budgets and plans
- Monitor Program Advisory Committee (PAC) meetings
- Provide for the safety of students and employees
- Ensure that staff, faculty, and students display ethical behavior and conduct themselves with integrity
- Responsible for student retention
- Ensure that the campus complies with accreditation standards and all other regulations
- Monitor that program outcomes are met
- Oversee the preparation and compliance of reports for the accrediting body and other regulators

Program Director for Business Administration Program

- Responsible for oversight of the Business Administration & Management Program
- Hired and evaluated faculty for the business program
- Monitored lesson plans, training aids, and competencies
- Ensured that staff, faculty, and students displayed ethical behavior and conducted themselves with integrity
- Assured that faculty were up to date with required training
- Prepared and monitored the budget and annual plan
- Scheduled courses for students and faculty
- Assisted in the planning of the Program Advisory Committee (PAC)
- Provided for the safety of students and faculty
- Responsible for student retention
- Prepared and monitored business program curriculum
- Ordered appropriate supplies for students and faculty
- Conducted student and faculty surveys
- Trained and monitored faculty using the LMS
- Prepared and conducted customized training

INTERNATIONAL BUSINESS COLLEGE | 2008-2013

President/Campus Director

- Responsible for the campus management of two locations
- Implemented and monitored policies and procedures
- Provided leadership and direction to all departments and employees
- Responsible for meeting all regulatory requirements
- Ensured that staff, faculty, and students displayed ethical behavior and conducted themselves with integrity
- Curriculum development and research of new program opportunities
- Scheduling of courses for students and faculty
- Responsible for the preparation of self-study for renewal of accreditation
- Team leader for the accrediting body conducting visits and reviews for other schools
- Assured that the building and property met all safety, health, and fire requirements
- Preparation of program applications for all regulating entities
- Responsible for hiring, evaluating, and terminating personnel
- Responsible for responding to TWC claims
- Responsible for complaint research, monitoring, and resolution
- Responsible for public relations in the community
- Participation in committees and meetings internally and externally
- Responsible for professional awareness and growth among faculty
- Directly supervised consultants who provided contract services
- Provided academic advising to students
- Monitored program effectiveness and implemented changes for improvement
- Managed placement, admissions, and retention; established baselines
- Trainer and coach for all personnel
- Prepared all required regulatory reports for TWC, ACICS, IPEDS, and THECB
- Negotiation of contracts, insurance, and product purchase
- Prepared RFP's and RFQ's for Upper Rio Grande

INTERNATIONAL BUSINESS COLLEGE | 1995-2008

Vice-President

- Responsible for the campus management of two locations
- Created Quality Management Reporting
- Responsible for hiring, evaluating, and terminating of personnel
- Ensured that staff, faculty, and students displayed ethical behavior and conducted themselves with integrity
- Accreditation Coordinator, prepared program applications for approval
- Prepared all required regulatory reports for TWC, ACICS, IPEDS, and THECB
- Maintained excellent student retention rates
- Responsible for customer surveys and customer satisfaction
- Evaluation of all personnel
- Trainer and coach for all personnel
- Negotiation of contracts, insurance, and product purchase
- Control of inventory and textbook purchasing

INTERNATIONAL BUSINESS COLLEGE | 1981-1995

School Director, Education Assistant, Instructor, Tutor, Attendance Clerk

- Provided academic advising to students
- Scheduled over 800 students and faculty in appropriate courses
- Organized and scheduled all educational functions
- Served as an instructor for over 5 years
- Assisted Education Director with administrative duties
- Responsible for hiring, terminations, and file maintenance
- Served as registrar and accreditation coordinator

EDUCATION

**AMERICAN COLLEGE OF EDUCATION
DOCTOR OF EDUCATION IN LEADERSHIP**

**WEBSTER UNIVERSITY
MASTER'S IN COUNSELING**

**HOWARD PAYNE UNIVERSITY
BACHELOR'S DEGREE IN BUSINESS MANAGEMENT**

EDUCATIONAL HONORS

SUMMA CUM LAUDE

PROFESSIONAL ACTIVITIES

Board Member for the Career Colleges and Schools of Texas, Officer
Board Member for the Better Business Bureau, Officer
Former Board Member/Officer for Rural Schools Education Program under Texas State Board of Education
Representative District 1
Former Advisory Board Member for the District Educational Improvement Council for YISD
Past President of the El Paso Association of Career Colleges and Schools
Past Board Member and Treasurer for Latinas 100 Association