



EAST TEXAS A&M
UNIVERSITY

**Curriculum Vita
December 2026**

Instructor: Rebecca Acuna
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East Texas A&M University Addresses:

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College of Innovation and Design Office Phone: 214.954.3615 & 903.886.5878

EDUCATION

Master of Science, Behavior Science
University of Houston – Clear Lake, 2011

Bachelor of Arts, Psychology
University of North Texas, 2009

TEACHING EXPERIENCE

Current, Adjunct Professor, East Texas A&M University

PROFESSIONAL EXPERIENCE

Collin College, March 2014 – Present

Associate Vice President, Human Resources, September 2024 – Current

- Serve as a champion of students, faculty, staff, and administrators by leading excellent delivery of Human Resources services in designated functions. Responsible for developing efficient and effective Human Resources programs and procedures in alignment with strategic initiatives and

institutional goals. Ensure departmental compliance with all applicable regulations, college policies, and Core Values.

- Provide direct supervision and leadership of human resources functions as assigned by the chief human resources officer and dependent on talents possessed by the individual filling the role.
- Assist in the development of robust employment and workforce planning initiatives, compensation planning, training, and Human Resources communications across the college.
- Lead the development of and ensure the accuracy of monthly personnel report for the college's Board of Trustees and in the development of the monthly Human Resources report.
- Partner with internal departments to identify key talent needs and to develop programs that foster a candidate pipeline that leads to a vibrant workforce.
- Stay abreast of changing demographic, legal, and technical developments in the field of human resources; develop new programs responsive to such needs.
- Review performance in relation to established goals and recommend changes to affect continual improvement in Human Resources services.
- Provide leadership to ensure Human Resources processes and systems are efficient and result in providing timely and professional communications and support for applicants, college faculty, staff, and administrators.

Director, HR Employment, April 2022 – August 2024

- Formulate partnerships across the district to deliver value-added service to management and employees, reflecting Collin College's vision, mission, and core values.
- Provide leadership to facilitate and manage all activities related to enhancing the HR Employment team functions by strategically planning, implementing, and evaluating employee relations and employment policies, procedures, and practices.
- Advise and guide business partners as they work with employees and managers across the District in investigating and resolving employee relations issues, including advising supervisors and employees regarding college policy and procedures and the employee coaching, evaluation, and discipline processes.
- Analyze employment and related data, including applicant flow, hiring data, and termination data within Workday to ensure alignment with the District Service Level Agreements.
- Maintain a thorough and up-to-date knowledge of employment-related laws, guidelines, and policies; research and recommend additions and changes to policies and procedures to address the college district's needs and to comply with relevant changes in state and federal laws.
- Support Collin College's strategic staffing plan by establishing and monitoring the recruiting/interviewing process, counseling managers on candidate selection, analyzing interview results and recommending changes.
- Cultivate professional and technical knowledge by attending educational workshops, reviewing professional publications, and participating in professional networks.
- Supervise, train, and evaluate assigned Human Resources staff members.

Manager, HR Employment, March 2021 – March 2022

- Ensure the planning, monitoring, and appraisal of employee work results by training managers to coach and discipline employees; scheduling performance management conferences with employees; hearing and resolving employee concerns; counseling employees/supervisors.
- Ensure legal compliance by monitoring and implementing applicable HR federal and state requirements, conducting investigations, maintaining records, and representing the College's Core Values.
- Supervise HR Employment staff by recruiting, selecting, onboarding, and training employees.

Human Resources Generalist II (HR Consultant), March 2014 – February 2021

- Serve as a strategic business partner with staff, management, and college administrators on primary HR-related functions. Provide HR planning, guidance, and recommendations to Leadership team members regarding employee-related matters.
- Investigate and resolve complex employee relation matters, including complaints/allegations of, discrimination, harassment, and violation within organizational policy and/or legal compliance.
- Serve as mediator in resolution dispute meetings and administrative panel reviews.
- Consult with managers on progressive discipline and levels of corrective action regarding, performance, attendance, policy violations and misconduct.
- Assist in administering the performance appraisal process and ensuring all probationary and annual performance appraisals are conducted effectively.
- Support supervisors in the hiring process by assisting them with posting jobs, reviewing applicants, developing interview questions, checking references, initiating offers, salary calculations, and initiating onboarding.
- Conduct District-wide training seminars for a broad range of topics. Including HRIS, performance management, employee relations, employment practices, etc.