

# Dallas County Community College District Financial Aid Council

**CHARTER**  
Effective **September 1, 2009**

## **CONTEXT:**

The impact of managing the annual financial aid funding that flows through the DCCCD each year rises to the level of a major administrative component of the District and college organizational structures. The financial aid programs in which the colleges of the DCCCD participate are administered through a decentralized organizational structure and require regular and extensive collaborative efforts between the colleges and the district support resources to ensure successful outcomes. The Financial Aid Council is established to maintain the integrity of the District's financial aid administrative infrastructure and to provide a forum for counsel and guidance to the college financial aid directors for accountability to the district's constituencies, fiscal responsibility to the DCCCD/college administrations and the DCCCD Board of Trustees, and delivery of quality services to the DCCCD students.

## **PURPOSE:**

The Financial Aid Council is authorized by the Vice Presidents/Student Life Council (under sponsorship of the Executive VC of Educational Affairs) to:

- Develop and maintain a set of policies and procedures to coordinate the administration of the federal, state and institutional aid programs within the DCCCD
- Make recommendations to the VP Council as necessary to ensure the college financial aid offices maintain administrative capability and that changes or modifications to the financial aid policies are established within DCCCD Board guidelines and District decision-making protocols
- Coordinate the efforts among the college financial aid offices to optimize district and location resources, including the set up of the Datatel Colleague system for the annual financial aid application cycle
- Serve as a forum for development, planning, and implementation of standards, best practices, and innovations toward collaborative management of the DCCCD participation in federal, state, institutional, and private aid programs

## **BOUNDARIES:**

- District policy and procedures
- District goals
- Professional Code of Conduct for Financial Aid Administrators as defined in Federal Title IV regulations.

**CONSTRAINTS:**

- Code of Federal Regulations (CFR), Texas Education Code, THECB Rules and other relevant federal and state regulations
- District and College capacity to fund and/or implement recommended policies and procedures
- Approval of sponsoring council and other decision-ranking channels as required by district policy and protocols.

**TYPE OF ORGANIZATION:** Functional Council

**ORGANIZATION MEMBERS:**

*Chair will be elected from voting members to serve a two-year term with terms set with the start of the district fiscal year.*

FUNCTIONAL ROLE	NAME * DENOTES LEADERSHIP ROLE (I.E. CHAIR, CO-CHAIR, ETC.)	TITLE	HOME LOCATION
Location Representative	Voting Member	FA Director or College appointed representative	Brookhaven College
Location Representative	Voting Member	FA Director or College appointed representative	Cedar Valley College
Location Representative	Voting Member	FA Director or College appointed representative	Eastfield College
Location Representative	Voting Member	FA Director or College appointed representative	El Centro College
Location Representative	Voting Member	FA Director or College appointed representative	Mountain View College
Location Representative	Voting Member	FA Director or College appointed representative	North Lake College
Location Representative	Voting Member	FA Director or College appointed representative	Richland College
District Support for Policy and Compliance. Liaison to the sponsoring council	Chief Financial Aid Compliance Officer and District Council Liaison	Executive District Director of Financial Aid and Scholarship Programs or designee	District Office

**ORGANIZATION RESOURCES:**

District Support for IT Processes	Resource	District IT Project Manager or designee	District Service Center
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District Support for General and Financial Aid Accounting	Resource	District Director of General and FA Accounting or Designee	District Service Center
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**MEETING SCHEDULE and LOCATION:**

Council meetings will be regularly scheduled for the second Friday morning of each month. The District Office of Financial Aid and Scholarship Programs will be responsible for scheduling the room assignments for each meeting. Meetings generally will be located at the District Office, Bill J Priest Building, or the District Service Center, but may be held at a college location depending on availability. Each location will be the designated "host" campus on a rotating basis.

**ORGANIZATION SPONSOR:**

Dr. Andrew Jones, Executive Vice Chancellor for Educational Affairs

**DATE FOR REVIEW/RECONFIRMATION:** 2010 and even years following

**Approved by the Chancellors Staff in September 2009**

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Signed by the Sponsor or Sponsor's Representative

Date