

**Dallas County Community College District**  
Senior Resource Development Officers Council  
**CHARTER**  
Effective Spring 2009

**CONTEXT**

External funding from public and private sources is an important element for the DCCCD to enhance teaching, learning, support services, the educational environment, and innovation. The DCCCD seeks grants and gifts to provide support for educational and program needs that cannot be met through operational funds and to further the strategic initiatives of the District. These funds are sought for four purposes:

1. To accomplish District and college goals more quickly and more fully
2. To serve as a catalyst for ideas and programs
3. To provide services to students with educational and economic barriers, above and beyond the routine support for the general college population
4. To create and nurture innovative educational entities and programs that can yield benefits to the District, Dallas County, Texas, and the nation.

The RDO Council seeks to secure the most appropriate funds to support a variety of priorities of the Dallas County Community College District.

Key to success is communication, collaboration and cooperation among all locations within the DCCCD. Doing this enables the opportunity to have success in securing the “highest and best” funds to meet identified goals. The process is often filled with nuances and subtleties that are not easily identified on an organizational chart.

In general, locations seek external funding for operational and programmatic needs specific to college interests from a variety of funding sources, including the Texas Higher Education Coordinating Board, other state and federal agencies, and local service area donors. The DCCCD Foundation and locations collaborate when soliciting national, regional, and local foundations as well as federal and state agencies for district-wide strategic initiatives.

When there are conflicting opinions as to who and how funds are to be pursued, the RDO Council first works to resolve differences among themselves; then at the location CEO level; next with the location CEO and Associate Vice Chancellor of Development and finally with the location CEO and Associate Vice Chancellor bringing their recommendations to the Chancellor for consideration.

**PURPOSE**

The Senior Resource Development Officers Council is authorized by the Associate Vice Chancellor of Development/Chancellor to:

- Support local college/LeCroy external funding activities

- Assure integration of college/LeCroy funding activities with District strategic initiatives
- Identify and solve process issues for acquisition and management of external funds in concert with Grants Accounting and college/LeCroy resource development officers
- Identify and pursue collaborative multi-college/LeCroy opportunities for funding
- Engage in short and long-range planning for external funding opportunities, training for grants managers, and continual improvement of efforts for funding procurement

**BOUNDARIES**

- District policy and procedures
- District goals
- Eligibility, purpose, and availability of funding opportunities

**CONSTRAINTS**

- College/LeCroy/District capacity to implement funded programs
- Code of Federal Regulations (CFR), Education Department General Administrative Regulations (EDGAR) and other relevant federal and state regulations including OMB Circulars
- Competitive nature of applications to funding sources
- Requirements for partnerships and possible matching contributions

**TYPE OF ORGANIZATION:**

- **Functional Council** with designated resource development officers for the District, each college and the LeCroy Center. District Development Office staff and Grants Accounting Staff serve as resources in the expanded version of the Council that addresses operational issues

**ORGANIZATION MEMBERS:**

FUNCTIONAL ROLE	NAME * DENOTES LEADERSHIP ROLE (I.E. CHAIR, CO-CHAIR, ETC.)	TITLE	HOME LOCATION
Sr. RDO/designate	Marilyn Lynch	Assoc VP, Career & Program Resources	Brookhaven
Sr. RDO/designate	Pat Davis	Director, Community & Organizational Development	Cedar Valley
Sr. RDO/designate	Claire Gauntlett	Executive Dean, Resource & Community Development	Eastfield
Sr. RDO/designate	Pyeper Wilkins	Executive Dean	ECC/BPI

Sr. RDO/designate	Heather Marsh	Dean, Resource Development	Mountain View
Sr. RDO/designate	Candace Castillo	VP, Planning & Development	North Lake
Sr. RDO/designate	David Canine	Senior Dean, Resource Development	Richland
Sr. RDO/designate	Theresa Roffino	Dean, Distance Learning & Planning Development	LeCroy
Chief Development Office, District	*Betheny Reid	Assoc VC, Development	District
Strategic Initiatives, District	*Mary Brumbach	Exec. District Director of Strategic Funding	District

**ORGANIZATION RESOURCES:** District Development Office Staff including two Development Coordinators, two Grants Management and Compliance officers, and District Grants Accounting staff including Comptroller and District Grants Manager.

**MEETING SCHEDULE and LOCATION:** Monthly on third Fridays. Location varies from BPI to new District Office headquarters.

**ORGANIZATION SPONSOR:** Associate Vice Chancellor of Development, Chancellor's Staff

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

**Approved for the two year period beginning 09/01/2010**

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Signed by the Sponsor or Sponsor's Representative

Date