



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
H. Martin Lancaster, President

April 5, 2000

MEMORANDUM

TO: Presidents

From: Delores A. Parker
Vice President, Academic and Student Services

Subject: Resource Development Workshops: "Your Share of the Resources"

The spring 2000 Resource Development Workshops have been finalized. Many of you have already responded. There is still time for you to submit names of participants. **Please contact Lin Frye (fryel@ncccs.cc.nc.us; (919) 733-7051) by April 18, 2000 to register participants for one of the workshops listed.** A registration form is attached for your convenience. I am looking forward to seeing your college represented at one of the workshops. Your participation will make a difference.

WORKSHOP DATES AND TIMES

May 9, 2000	Pitt Community College
May 10, 2000	Guilford Technical Community College
May 11, 2000	McDowell Technical Community College

TENTATIVE AGENDA

9:00 am **Registration and Coffee**

10:00 am **Introductions**
Overview-Role of NCCCS Resource Development Office

- a. The Resource Development Concept* (A Comprehensive and Holistic Approach to Resource Development at Institutions of Higher Education.)
Presenter: Dr. Jim Young

CC00-090

- b. *Creating a Productive Environment for Successful Resource Development*** (Factors and conditions needed at your institution to maximize the probabilities of success for your development functions and activities.)
Presenter: Dr. Jim Young

- c. *Basic Principles of Resource Development*** (A review of some of the fundamental principles and practices of the most common resource development methods such as proposal preparation, federal grant sources, private sector solicitation, etc.)
Presenter: Dr. Jim Young

Working Lunch – lunch to be provided.

- d. *Brainstorming Session*** (Participants will engage in exploratory discussions concerning how the State Community College System office can best assist them with resource development issues.)
Facilitator: Dr. M. Carolyn Girardeau

- e. *Discussion and Identification of Resource Development Specialist Teams for NC Community Colleges*** (We are proposing to create several Specialist Teams of NC community college development officers, foundation directors, and others.) Each team would be comprised of 3-7 persons who would become resident “experts” in a specific area of resource development. Teams would then collect materials, develop handouts or manuals, etc. on their area of expertise to share system-wide.
Facilitator: Dr. Jim Young and Ms. Lin Frye
Examples of areas for which teams could be created include:

Title III	Faculty and Staff Fund Drives
TRIO Programs	Annual Fund Drives
GEAR-UP Program	Special Events
NSF Grant Programs	Foundation Board Development
Technology Funding	Donor Research
State Board Reserve Funds	Perkins Vocational Education Funds
	Others

2:30-3:00 pm **Closing Observations/Evaluation/Next Steps**
Facilitator: Ms. Lin Frye

cc: President Lancaster

CC00-090

**RESOURCE DEVELOPMENT WORKSHOP:
"YOUR SHARE OF THE RESOURCES"**

Please return this form by April 18, 2000 to: Lin Frye, NCCCS, 5026 Mail Service Center, Raleigh, NC 27699-5026, or FAX: (919) 733-0680, or email: fryel@ncccs.cc.nc.us.

Name of College _____

Individuals Attending:

_____	_____
_____	_____
_____	_____
_____	_____

Workshops: (please check one)

- | | | |
|-------|--------------|--------------------------------------|
| _____ | May 9, 2000 | Pitt Community College |
| _____ | May 10, 2000 | Guilford Technical Community College |
| _____ | May 11, 2000 | McDowell Technical Community College |

Contact information for person completing this form:

Name	Phone Number	E-mail
------	--------------	--------