

DATE: September 1, 2006

TO: City Clerk

FROM: Representative Steve Ortega

ADDRESS Two Civic Center Plaza, El Paso, TX 79901

TELEPHONE 541-4108

Please place the following item on the (Check one): CONSENT

REGULAR

Agenda for the Council Meeting of September 12, 2006 – Board Appointment

Item should read as follows: Appointment of Dolores A. Gutierrez Gross, Ph.D. to Committee on Border Relations, by Representative Steve Ortega, District #7

SPECIAL INSTRUCTIONS:

BOARD COMMITTEE/COMMISSION APPOINTMENT/REAPPOINTMENT FORM

NAME OF BOARD/COMMITTEE/COMMISSION: Committee on Border Relations

NOMINATED BY: Representative Steve Ortega

DISTRICT: # 7

NAME OF APPOINTEE Dolores A. Gutierrez Gross, Ph.D.

(Please verify correct spelling of name)

BUSINESS ADDRESS:

CITY: ST: ZIP: PHONE:

HOME ADDRESS:

CITY: ST: ZIP: PHONE:

WHO WAS THE LAST PERSON TO HAVE HELD THIS POSITION BEFORE IT BECAME VACANT?

Carla Cardoza

REASON PERSON IS NO LONGER IN OFFICE (CHECK ONE): TERM EXPIRED: RESIGNED: REMOVED:

OTHER (SPECIFY):

EXPIRATION DATE OF INCUMBENT: 2/28/06

EXPIRATION DATE OF NEW APPOINTEE: 9/12/08

PLEASE CHECK ONE OF THE FOLLOWING: 1st TERM: 2nd TERM: UNEXPIRED TERM: OTHER:

Dolores A. Gutierrez Gross, Ph.D.

PROFESSIONAL SUMMARY

Over 19 years professional experience in government, nonprofit, and educational organizations. Skilled in program management, evaluation, strategic and operational planning. Extensive experience in community development projects and grantwriting. Authored over \$7 million in funded grant proposals. Excellent communication and facilitation skills, able to interact effectively with people from diverse backgrounds. Work well in fast-paced environments requiring professionalism and tact.

EDUCATION

- 8/98-present** **Doctor of Philosophy (Ph.D.)
Educational Administration
W.K. Kellogg Foundation National Fellow, Hispanic Border Leadership Institute**
Doctoral candidate, graduation 12/10/05
New Mexico State University
G.P.A. 4.0/ 4.0
Fellowship funded 100% of doctoral studies plus living expenses.
Emphasis on Policy, Governance, and Performance Outcomes
Dissertation Title, "State Governance Structures and Higher Education Performance in the United States: An Examination of Structure and Performance in 46 States",
successfully defended October 21, 2005
- 7/93** **Master of Public Administration (M.P.A.)
Thomas Ira Cook Award, Outstanding Graduate in Public Administration**
The University of Texas at El Paso
G.P.A. 3.77/ 4.0
- 5/89** **Awarded Mid-Career Fellowship, National Urban Fellows Program,
Public Administration,
Baruch College, City University of New York**
Youngest recipient of national mid-career award since inception
- 5/86** **Bachelor of Science in Education (B.S.E.)
Business minor in Personnel and Labor Relations**
The University of North Texas, Denton, Texas
Dean's List

EXPERIENCE

- 6/02 to present** **Director, Institutional and Community Planning,
El Paso Community College District.**
Facilitate operational, long-range strategic planning, and evaluation for large college district with 24,000 credit and 6,000 continuing education students, 5 campuses, and 2 non-campus administrative facilities. Direct College Strategic Plan process with upper administration, annual Operational Plans, and Recruitment/Retention Strategic Plan to Texas Higher Education Coordinating Board. Work includes Facilities Masterplan, Instructional Masterplan, operational planning at all departmental levels. Successful completion of District-wide S.W.O.T analysis environmental scan. Community planning initiatives facilitated include work in Mission Valley and Montana Vista areas. Coordinate district-wide blood donation drives at all campuses resulting in over 1,600 blood donations per year and national award from American Blood

Systems. Also facilitate State Employees Charitable campaign at all campuses, resulting in 20% annual increase last year in charitable giving.

8/98 to 5/02

Doctoral Fellow and Instructor, New Mexico State University.

Taught 120-180 students per semester and three different courses for Educational Management and Development Department. Courses included upper-division Educational Leadership course in comparative education for all majors, Introduction to Education course for future teachers, and Introduction to the College of Education. Course content on educational foundations, history and philosophy, multiculturalism, inclusion, structures, legal rights and responsibilities, curriculum development.

1/99 to 11/99

Consultant/ Team Evaluator. Las Cruces Public School District.

Evaluated all aspects of Bilingual Education Program for District, to include models of delivery, instructional methods, curriculum, and staffed classroom observations. Conducted random-sampled parent survey and teacher survey throughout District.

1/00 to 5/00

Consultant/ Evaluator. New Mexico Alliance for Minority Participation, Science, Math and Engineering Technology Program.

Developed statewide survey instrument and implemented throughout New Mexico, conducted focus groups, presented findings and recommendations at statewide conference.

Summer 2000

The National Center for Public Policy and Higher Education, San Jose, CA. Doctoral Internship.

Provided policy analysis for nonprofit national policy center. Conducted analysis on higher education performance indicators among states as well as international educational performance indicators. Updated data on impact of federal tax credits for higher education and impact on low-income and minority students, as well as state responses to federal legislation; conducted state-by-state analysis. Participated in the development of nationally published study, "*Measuring Up, 2000*", a National Report Card on Higher Education. Was offered full-time permanent position.

1999

El Paso Community College, Political Science Instructor.

Taught U.S. government. Course content focused on The Constitution, Federalism, The Presidency, Congress, the Judiciary, Civil Rights and Civil Liberties. Emphasized class discussion and application of Constitutional and legal principles to current events.

1/97 to 8/98

Creative Nonprofit Strategies. Independent Consultant/ Business Owner.

Facilitated nonprofit program development, grantwriting and fundraising, training, staff and board development, program management. Wrote over \$5 million in funded grants. Clients included El Paso Diabetes Asso., Houchen Community Center, Thomason General Hospital, Addiction Resources Inc., The Family Development Center, West Tx. Council on Alcohol & Drug Abuse, West Tx. Community Supervision & Corrections Dept., Alliance Hospital, Marriage Savers of El Paso. Hired as **Consultant/ Planning Specialist for Thomason General Hospital**. Wrote \$4.5 million funded grant for Thomason General Hospital from W.K. Kellogg Foundation for "Community Voices, Healthcare for the Indigent" project.

10/97 to 4/98

Director of Public Policy, Greater El Paso Chamber of Commerce.

Acted as primary liaison with city and county. Directed state funding request for transportation funding with Metropolitan Planning Organization and prepared request to state legislature, organized state delegation. Facilitated community Legislative Agenda process. Staffed Business/ Healthcare Alliance and successful grant funding process for Thomason General Hospital District.

Secured package of tax abatements of city and county taxes for major employer bringing 700 jobs to El Paso. Continuous contact w/local and state elected officials and policy makers. Advocated for regulations and legislation beneficial to businesses to include local signage ordinance.

7/96-1/97

El Paso Collaborative for Community & Economic Development. Associate Director.

Established independent community development nonprofit as a subsidiary of El Paso Community Foundation. Coordinated community strategic planning process, authored initial planning grant and funding request, established board, and obtained a \$1.5 million four-year funding commitment from The Ford Foundation. Obtained significant local funding commitments from financial institutions. Facilitated participation of community-based development corporations (CDC's) in process, along with funders, financial institutions, and affordable housing support organizations, to include Fannie Mae and the Housing Assistance Corporation. Facilitated hiring process for permanent director.

6/93-7/96

El Paso Community Foundation. Program Officer & Planning Administrator.

Coordinated programmatic initiatives for community development and affordable housing, downtown re-development, regional environmental projects, health and border issues. Served as Program Manager for the historic Plaza Theatre restoration and oversaw all aspects of the proposed multi-million dollar restoration project. Worked w/architectural firm and community board throughout building program phase of project. Worked actively with downtown development groups.

Managed \$1 million Revolving Loan Fund to provide water and sewer connections for impoverished colonias in El Paso County. Obtained local bank commitments of \$600,000 to continue program. Over 1,200 families were connected to water through this program. Expanded funding for program services to include sewer connections and interior plumbing improvements. Staffed loan review committee with financial institutions and community-based board at Lower Valley Water District. Managed reporting and accountability to funder including loan payback, with less than 1% default rate by low-income residents. Model was used as a national demonstration by Ford Foundation.

Staffed Foundation's grant review committee and provided technical assistance to applicants. Worked directly with major national funders to bring additional funding to El Paso, and performed frequent technical assistance site visits to nonprofit applicants and grantees.

Wrote grant and obtained \$75,000 start-up funding to begin Border AIDS Partnership in El Paso with the National AIDS Fund.

Served as administrator for CareCard project with primary healthcare providers and Thomason General Hospital to facilitate information management and data-sharing, legal protocols, patient eligibility and medical data. Obtained Meadows Foundation funding and responsible for all reporting to funder.

Worked on establishment of The Border Fund in El Paso and process for distribution of funds from the Robert R. McCormick Tribune Foundation.

2/91-6/93

Rio Grande Council of Governments. Program Coordinator.

Performed program development and management functions for regional planning agency for West Texas and southern New Mexico. Managed grant funded programs serving a seven county area. Coordinated a multi-agency Child Abuse Prevention Program and an International Shelter for homeless street children project in Ciudad, Juarez, Mexico. Coordinated 9-1-1 and emergency communications implementation in five rural West Texas counties. Authored legislative funding proposal for

emergency radio communications for five rural counties. Coordinated the Treatment Alternatives to Incarceration program- a substance abuse intervention program for first-time offenders, and served as planning coordinator to develop a Regional Solid Waste Management Plan.

1990-1992

El Paso Community College, Upward Bound Program Instructor.

Taught English Composition and Public Speaking courses to four classes per semester. Students ranged from Sophomore to Senior high school level. Average class size of 20 students. Planned and presented all curriculum, selected texts and materials. Encouraged class discussion and constructivist learning. Was asked to apply for permanent administrative position.

1990

El Paso Community College, Instructor, Basic Skills Writing Program.

Taught English Composition and Rhetoric to college students. Assisted students with writing through active use of in-class work, discussion of principles of written expression and grammar. Provided students with extensive feedback.

7/86-6/89

Legislative/ District Assistant. U.S. Congressman Ronald D. Coleman. Worked on behalf of constituents with community, elected officials, and federal agencies. Responsible for issue areas of Water & Environment, Housing, Education, Health, U.S. Customs, Border Patrol, Civilian Federal Employment, Ysleta del Sur Pueblo, Dept. of State, and Agriculture. Reported relevant issues and concerns to Congressman and made legislative recommendations. Prepared legislative and policy briefs and handled constituent caseload and inquiries in the hundreds each month. Planned and staffed Congressional Town Hall meetings. Did extensive community outreach, frequent presentations, and worked with community-based organizations and boards. Major project work included the American Canal Extension Project, a shared-facility agreement between the Veterans Administration and William Beaumont Army Medical Center, and work to resolve flooding in Hudspeth County along Rio Grande with the International Boundary and Water Commission.

1/86-6/86

North Texas Education & Training Co-op Inc., Denton, Texas. Instructor/Career Counselor. Taught Job Skills Course for displaced and unemployed workers four days per week. Facilitated class discussions, provided individual and group instruction. Conducted job development activities and outreach with North Texas companies and did job placements.

6/85-9/85

U.S. Congressman Ronald D. Coleman. Washington, D.C. Legislative Intern. Did legislative research and prepared briefs and reports on policy issues with focus on health and education. Responded to constituent legislative inquiries, monitored legislation and attended Congressional committee hearings. Did research and initiated contacts with Washington officials of Veteran's Administration to conduct feasibility study for VA hospital in El Paso; later resulted in a shared facility agreement. Wrote weekly newspaper column on Congressional action for inclusion in several West Texas newspapers. Developed a women's health newsletter. Was offered a permanent staff position.

PRESENTATIONS/ AFFILIATIONS

Presentations

Center for Law & Border Studies/ Center for Civic Engagement
The National Association of Development Organizations
Hugh O'Brien Youth Leadership Conference, presenter/organizer
Rocky Mountain Educational Research Association
Center for Nonprofit Management
Downtown Development Association
Business Committee for the Arts

Business/ Healthcare Alliance
El Paso Museum of Art Board
Leadership El Paso
MALDEF Leadership Development Program (Multiple Topics)
El Paso Affordable Housing Coalition
Mayor's Primary Healthcare Task Force
Paso del Norte Foundation
Santa Teresa Master plan Conference, Keynote speaker
U.S. Customs Service Trainee Graduation, Keynote speaker
U.T. El Paso Women's Conference
New Mexico State University Educational Leadership Alumni Reception
El Paso Community College Faculty Development (Multiple Topics)
El Paso Community College Student Government Association
Affiliations
Leadership El Paso, Class XV
El Paso Housing Authority, Hope VI Grant Advisory Committee, Kennedy Bros.
Housing Complex
El Paso Urban Transportation Study, Policy Advisory Committee
Texas Attorney General's Office, Child Support Enforcement Advisory Board
Regional Health Planning Committee, Rio Grande Council of Governments
Environmental Issues Council, Rio Grande Council of Governments
Multi-Disciplinary Sexual Assault Prevention Team, El Paso County
Children's Advocacy Center Planning Committee, El Paso
Coordinated first Congressional hearing on colonias
Graduate Education Administration Team, New Mexico State
University, President
Tejano Democrats, Past President
Democratic Precinct Chair
Texas Democratic Convention Delegate
Outstanding Young Women of America

REFERENCES

Available Upon Request