

**Laramie County Community College  
2010 – 2011 Planning Process**

Dept: Grants Office

**Strategic Direction #3: Ensure Institutional Effectiveness** – An effective organization aligns structures and systems, applies the principles of continuous improvement, strengthens data-enhanced decision making, and maintains a focus on accountability through identification and assessment of key functions and measures of achievement.

**Goal 3.1: Create and implement...department assessment/effectiveness plans.**

Objective	Projected Result	Responsible Individual(s)
<ul style="list-style-type: none"> <li>By September 2010, build trend-line data of grant proposal submission/award for 2008-09, 2009-10 to determine baseline activity for grants office.</li> </ul>	<ul style="list-style-type: none"> <li>Graphic depiction of numbers of proposals submitted, awarded, or denied; graphic depiction of dollar amount of grant funds awarded.</li> </ul>	Grants Writer/Facilitator
<ul style="list-style-type: none"> <li>By May 2011, use trend-line baseline data to aid in establishing a five-year plan for growth in grants office, including potential additional personnel needs.</li> </ul>	<ul style="list-style-type: none"> <li>Five-year plan for grants office growth in place and approved by President's Cabinet.</li> </ul>	Grants Writer/Facilitator in collaboration with Executive Director of LCCC Foundation and LCCC President

**Goal 3.2: Revise and document [grants office] policies and procedures.**

Objective	Projected Result	Responsible Individual(s)
<ul style="list-style-type: none"> <li>By September 2010, develop new grants office and/or "resource development" policy and procedure, following current guidelines and process.</li> </ul>	<ul style="list-style-type: none"> <li>Grants Office Policy and Procedure approved and distributed.</li> </ul>	Grants Writer/Facilitator in collaboration with Executive Director of LCCC Foundation and LCCC President
<ul style="list-style-type: none"> <li>By December 2010, update Grants Manual to reflect any changes and/or modifications made necessary through new policy and procedure.</li> </ul>	<ul style="list-style-type: none"> <li>Updated Grants Manual completed and distributed.</li> </ul>	Grants Writer/Facilitator in collaboration with Executive Director of LCCC Foundation

**Strategic Direction #4: Manage Resources to Support a Dynamic Organization** – Through innovation and efficiency, we seek to provide maximum benefit to students and community by using resources (time, talent, funds and facilities) wisely and locating new resources to fuel growth.

**Goal 4.4: Actively pursue additional sources of funding to facilitate growth.**

Objective	Projected Result	Responsible Individual(s)
<ul style="list-style-type: none"> <li>By May 2010, develop an overview plan of grant proposal submission for FY 2011, using information from the Grants and Foundation Offices and divisional plans that include major fund-raising/grant objectives.</li> </ul>	<ul style="list-style-type: none"> <li>Present plan to President's Cabinet for prioritization related to any new major projects, e.g. Title III. The approved plan will then be used as a basis for determining the feasibility of submitting other major projects during the upcoming year.</li> </ul>	Grants Writer/Facilitator in collaboration with Executive Director of LCCC Foundation and divisional offices with major fund-raising/grant objectives
<ul style="list-style-type: none"> <li>By January 2011, solicit information from divisions regarding upcoming (FY 2012) plans that include major fund-raising/grant objectives.</li> </ul>	<ul style="list-style-type: none"> <li>Plans for pursuit of major grants for FY 2012 will be included in divisional as well as Grants and Foundation Office annual plans as appropriate.</li> </ul>	Grants Writer/Facilitator in collaboration with Executive Director of LCCC Foundation and divisional offices with major fund-raising/grant needs
<ul style="list-style-type: none"> <li>By June 2011, complete Grant Activity Log for FY 2011 enumerating grant proposal submission, award, and denial information.</li> </ul>	<ul style="list-style-type: none"> <li>Provide Grant Activity Log President's Cabinet for informational purposes.</li> </ul>	Grants Writer/Facilitator in collaboration with Executive Director of LCCC Foundation and LCCC President

**Strategic Direction #5: Strengthen the College through Increased Collaboration and Communication** – A strong organization engages the ideas and talents of its employees to make the preferred vision happen. It creates an environment in which safety, civility, creativity, transparency, diversity, continual learning and college-wide involvement in key decisions are the norm.

**Goal 5.2: Establish cross-campus structures that foster increased collaboration and communication.**

Objective	Projected Result	Responsible Individual(s)
<ul style="list-style-type: none"> <li>In collaboration with the LCCC Foundation, to develop a vision, mission, and five-year plan for the College's Center for Advancement and Resource Development (CARD).</li> </ul>	<ul style="list-style-type: none"> <li>By January 2011, to have a vision, mission, and five-year plan developed for CARD, including approval of the LCCC President's Cabinet, LCCC Board of Trustees, and the LCCC Foundation Board.</li> </ul>	Grants Writer/Facilitator and Executive Director of LCCC Foundation in collaboration with the LCCC Foundation Board and LCCC President
<ul style="list-style-type: none"> <li>In partnership with the LCCC Foundation, to increase communication with other LCCC divisions and departments regarding CARD, including policies/procedures and opportunities for garnering external funding support.</li> </ul>	<ul style="list-style-type: none"> <li>By June 2011, to have made face-to-face presentations to identified divisions and departments and/or leadership teams, i.e., President's Cabinet, LLT, etc.</li> </ul>	Grants Writer/Facilitator and Executive Director of LCCC Foundation in collaboration with impacted LCCC divisions and departments