

**Annual Action Plan and Other Target Dates
2010-2011 Working Timeline
September 14, 2010**

September

Admissions, Records and Financial Aid

Financial Aid:

1. Provide entrance and exit loan counseling opportunities for student borrowers
2. Contract with consulting firm to contact students approaching default status to explain options and consequences
3. Create a VC Financial Aid Facebook page
4. Participate in New Student Group Advising and create brochure
5. Outreach to financial aid applicants with personalized letter from VC President
6. Create Financial Aid Television instructional website
7. Create Financial Aid "8 Easy Steps to the FAFSA" website
8. Provide Financial Aid outreach presentations to high school students/parents and counselors

Student Services

1. Approval and funding of new position by Vernon College administration.
2. Creation and approval of new job description
3. Posting and hiring of new employee

Other Target Dates

1. 09-10 Annual Plan Summaries due to Director of Institutional Effectiveness

October

Administrative Services

Physical Plant:

1. Hire full time painter/general maintenance position for Wichita Falls facilities

Admissions, Records and Financial Aid

Financial Aid:

1. Hire and train additional personnel as needed to serve VC students

Records:

1. Run a degree audit on each degree or certificate seeking student as indicated on their application for admissions thus allowing them to track their status towards graduation through Campus Connect
2. Send mid-term progress reports each semester over 7 weeks in length and notify students of their academic status each semester
3. Notify students of President or Dean List honors each Fall and Spring semester

Instructional Services

Library:

1. Purchase new circulation desk at a cost of \$15,000.00
2. Reupholster library chairs (50) at a total cost of \$9,250.00
3. Reupholster couch, love seats, leisure chairs, and cushions for metal benches. (\$3,591.00)
4. Purchase floor mats (32) to help protect carpet from rollers on task chairs. \$1,732.17
5. Purchase periodical shelving units to improve display and access to print periodicals. \$4,030.00
6. Request that recommendations be placed on the priority 1-3 year implementation schedule

Student Services

1. Replacement of next 5 computers on rotation
2. Purchase of 3 new high volume, color printers for counseling secretaries
3. Replacement of 8 (4 in Wichita Falls and 4 in Vernon) Testing lab computers
4. Open truck purchase to bids and then select winning bid

Other Target Dates

Institutional Advancement:

1. Spring schedule to printers by October 18

November

Administrative Services

Business Office:

1. Replace Ann and Sandy's computers in CC. Replace the two oldest computers in Vernon and start a rotation program to replace all computers every 4 years

Physical Plant:

1. Quarterly reviews of Facilities Master Plan by Dean of Administrative Services to make sure we are on target to complete projects

Instructional Services

Special Services:

1. Encourage students to participate in peer tutoring by advertising via PASS Center pens, pencils, and bookmarks, the Student Services bulletin board, and message centers on the Vernon campus, Century City Center, and Skills Training Center, and through college wide instructor emails
2. Work with the Dean of Student Services and the athletic coaches to offer peer tutoring during the teams' study hall sessions
3. Capitalize on website as media for promoting PASS Center services
4. Pay community member tutors to watch the recorded College Algebra lectures from Fall 2009 in an effort to familiarize the tutors with class format, concepts taught in the class, and instructor expectations
5. Send short satisfaction survey via Vernon College email to all participants

Library:

1. Replace 19 computers as follows: 11-Vernon; 5 - Century City; 3-SLC

Other Target Dates

Institutional Advancement:

1. Spring Schedule back from printers by November 1

December

Instructional Services

1. Provide training and professional development to be completed each semester by December 2010 and May 2011
2. Organize and conduct training, Organize roundtables, Schedule and conduct one-on-one meetings, Participate in NISOD and EDUCAUSE convention

Office of the President

Quality Enhancement:

1. Recruit new pilot participants
2. Provide training and professional development to be completed each semester by December 2010 and May 2011: Organize and conduct training, Organize roundtables, Schedule and conduct one-on-one meetings, Participate in NISOD convention
3. Create a task force to review best practices and develop a formal process for the purchasing, use, and maintenance of the Quality Enhancement Resource Inventory
4. Implement the Quality Enhancement Resource Inventory process in the Fall 2010 semester

5. Create satisfaction survey's to be administered at the end of each semester
6. Assess the Quality Enhancement Resource Inventory list to determine utilization and necessary upgrades
7. Participate in SACS pre-conference workshops and SACS 2010 Annual Meeting
8. Analyze the Survey of Entering Student Engagement (SENSE) data and information to prepare and present results and findings
9. Analyze the Survey of Online Student Engagement (SOSE) data and information to prepare and present results and findings

Student Services

1. Student Services will provide support to faculty through advising training as requested by the Dean of Instructional Services
2. Student Services will serve as a resource to students by advertising and promoting the new advising system
3. Promote QEP Pilot project applications to Student Services staff and encourage innovative thinking.
4. Work with staff to create ideas to help develop QEP pilot projects and meet requirements
5. Recruitment and Retention: Obtain clear direction from Vernon College President on needs and desired work
6. Recruitment and Retention: Initiate committee meetings focused on clear purpose

Other Target Dates

January

Admissions, Records and Financial Aid

Financial Aid:

1. Attend annual DOE conference, called THECB conferences, TASFAA annual meeting, and other professional development opportunities

Office of the President

Institutional Advancement:

1. Review existing software packages to determine which package best meets current and long-term needs
2. Purchase the software system
3. Obtain consultation services to prepare existing data for conversion into the new software system and design the database itself to ensure that all Institutional Advancement and College fundraising current and future needs are met
4. Participate in hands on off-site software package training for Institutional Advancement Staff
5. Convert data into the software package
6. Implementation of software into Institutional Advancement operations
7. Join the area software user group and attend meetings. Membership provides continuous support among the members
8. Purchase the software license for STARS

Office of President/Effectiveness

1. For all divisions in Office of the President - Development of a hardware and software inventory, and anticipated replacement rotation list
2. Monitor and ensure budget development for efficient purchasing
3. Identify Resource Needs: Provide formal and informal opportunities for input
4. Identify Resource Needs: Utilize community focus and advisory groups
5. CCC Campus Leadership Position: Develop a specific job description and hire someone to fill the leadership position

Other Target Dates

Institutional Advancement:

1. Catalog corrections due January 31

February

Administrative Services

Physical Plant:

1. Quarterly reviews of Facilities Master Plan by Dean of Administrative Services to make sure we are on target to complete projects

Other Target Dates

March

Administrative Services

Business Office:

1. Create budget worksheets for administrative team to show prior year budget and actual dollars
2. Conduct various budget work sessions with each individual responsible for budget data
3. Conduct budget workshops with Board of Trustees

Information Technology:

1. Ongoing POISE training
2. SQL 2005 training
3. Microsoft Server 2008 training
4. Microsoft Exchange Server 2008 training

Student Services

1. Yearly evaluations with staff to determine their own needs, observations, and perceptions of their roles
2. Participation in the Assessment and Planning Committee

3. Review of Student Services policy, procedures, processes, practice, programs

Other Target Dates

Institutional Advancement:

1. Scholarship application deadline March 1

April

Other Target Dates

Institutional Advancement:

1. Catalog submitted to the printer by April 30
2. Scholarship Banquet
3. Scholarship Committee meeting (or late March)
4. Scholarship Offers sent by early May
5. Departmental Program Brochure review

May

Administrative Services

Physical Plant:

1. Quarterly reviews of Facilities Master Plan by Dean of Administrative Services to make sure we are on target to complete projects

Instructional Services

1. Provide training and professional development to be completed each semester by December 2010 and May 2011
2. Organize and conduct training, Organize roundtables, Schedule and conduct one-on-one meetings, Participate in NISOD and EDUCAUSE convention

Office of the President

Quality Enhancement:

1. Publish a student newsletter once a semester to be posted on the website and sent to all students via their Vernon College email account - Produce 1 student newsletter per semester (Fall 2010 & Spring 2011)
2. Present/provide information at orientations - students, new employees, Fall and Spring faculty and staff developments
3. Provide training and professional development to be completed each semester by December 2010 and May 2011: Organize and conduct training, Organize roundtables, Schedule and conduct one-on-one meetings, Participate in NISOD convention

4. Create a task force to review best practices and develop a formal process for the purchasing, use, and maintenance of the Quality Enhancement Resource Inventory
5. Create satisfaction survey's to be administered at the end of each semester
6. Assess the Quality Enhancement Resource Inventory list to determine utilization and necessary upgrades
7. Administer the Community College Survey of Student Engagement (CCSSE). NOTE: Data will be shared in Fall 2011
8. Administer the Community College Faculty Survey of Student Engagement (CCFSSE). NOTE: Data will be shared in Fall 2011

Student Services

1. Baseball: Obtain architectural plans suitable for budget and projected needs
2. Baseball: Obtain bids for construction of baseball fieldhouse/batting cage/dugout according to Vernon College policy and procedure in accordance with state regulations
3. Baseball: Construct new fieldhouse/batting cage/dugout
4. Promote the "Friend of the College" award at the Annual Honors Program
5. Encourage Honors recipients to remember alumni opportunities through the College
6. Recruitment and Retention: Obtain clear direction from Vernon College President on needs and desired work
7. Recruitment and Retention: Initiate committee meetings focused on clear purpose

Other Target Dates

June

Administrative Services

Information Technology:

1. Replace all existing switches within the Campus infrastructure and upgrade the backbone equipment to allow for path to 10GB Ethernet in the future
2. Purchase and install Network Access Control appliance and Remediation Server

Physical Plant:

1. Meet with Facilities Planning committees for all campuses to review prior plan
2. Present recommendations to Administrative Team
3. Update and distribute Master Plan

Office of the President

Human Resources:

1. Participate in ERS Benefits Conference

2. Participate in TACCHRP Conference
3. Attend POISE training

Other Target Dates

July

Admissions, Records and Financial Aid

Admissions:

1. Increase accessibility to and awareness of on-line Application for Admissions and enrollment requirements through participation in the "Apply Texas" (Common Application) initiative
2. Contact each service area high school during early spring regarding "Campus Connect" on-line registration process for dual credit students
3. Mail dual credit brochure and Campus Connect instructions to dual credit participating schools
4. Follow up on dual credit applicants during June, July and August to verify admission requirements, TSI status and enrollment
5. Provide contact point for dual credit registration and Campus Connect questions
6. Work with VC College Connection program to provide presentation, admission information, application assistance, enrollment help and automatic acceptance into VC for diploma graduates

Financial Aid:

1. Council 100% of financial aid students who are reducing their course load or withdrawing regarding those financial aid consequences
2. Contact students who receive first letter of concern regarding attendance and explain financial aid consequences for non-attendance

Records:

1. Continue the development and expansion of on-line registration in coordination with IT Department
2. Expand time frames for Campus Connect registrations through late registration and last day for withdrawal

Instructional Services

1. Support and participate in Academic Advising Task Force appointed by the President
2. Research best practices in academic advising
3. Refine, develop, and implement processes for the academic advisement of students at Vernon College
4. Provide training for faculty in the area of academic advising
5. Request additional budget monies for salary increase from \$450-\$500 / load hour and / or reallocate budget monies to fund salary increase
6. Evaluate alternatives to "load hour" compensation for lab assistants, continuing education instructors, and clinical instructors
7. Purchase, customize, and install retention module in POISE to be used in early identification of at risk students
8. Provide training for faculty in use of module

9. Review and revise placement processes for developmental math, reading, and writing courses
10. Investigate the creation of a centralized developmental education program
11. Continue to work toward certification by NADE
12. Instructional Designer will provide training sessions specifically for developmental educators on teaching techniques and strategies
13. Continue to advocate for the use of Blackboard course shells by faculty teaching F2F courses as a course supplement / backup
14. Provide training and technical/operational support for faculty to utilize course delivery in Blackboard
15. Update and/or develop certain Instructional Services information as required by HB 2504 and publish on VC website
16. Faculty / staff plan and conduct initiatives to enhance student learning and foster student engagement in the classroom / academic support services
17. Support professional development activities for faculty / staff to enhance teaching techniques and academic support services
18. Instructional Designer will create online training resources to be available via Blackboard and/or college website.
19. Collaborate with IT and COSC / CIS faculty
20. Fund pilot project submitted by Richard Warren (COSC Instructor) to "virtualize" computer lab CCC 500.
21. Review Load and Listing and prioritize new full-time faculty positions by program/discipline
 - a. History
 - b. Sociology
 - c. Psychology
 - d. Government
 - e. Biology
 - f. Mathematics
 - g. Computer Information Systems
 - h. English
 - i. Speech
 - j. ADN
 - k. LVN
 - l. Industrial Automation Systems
22. Redesign and reallocate space formerly occupied by Aircraft Maintenance Program
23. Additional space for multipurpose science lab at CCC. (\$150,000.00)
24. Additional space for 15-25 faculty members at CCC. (\$???)
25. Ensure Instructional Services needs (faculty offices, labs, classrooms) are communicated and incorporated into the Master Facilities Plan for CCC
26. Review / revise Master Facilities Plan
27. Reallocate space currently occupied by Police Academy / Criminal Justice program to faculty offices and classrooms. This action is contingent upon these programs being moved to STC upon completion of the renovation of the former Aircraft Maintenance area at STC. (\$???)
28. Purchase 2 mobile computer carts which could be used in any classroom for testing purposes. (\$20,000.00 / cart)
29. Develop schedule of needs in coordination with Faculty, Division Chairs, and Grant Administrator
30. Prioritize and place on Annual Action Plan and Technology Plan
31. Provide training in "best practices" through the office of Instructional Design
32. Utilize SIR II data and results to determine areas of teaching in most need of improvement for individual instructors
33. Promote involvement of faculty / staff in appropriate campus organizations
34. Participate in CLARA Leadership Academy within the NTCCC
35. Investigate the potential for "lead instructors" within disciplines / programs to provide leadership and mentoring to colleagues
36. Provide training and professional development to be completed each semester by December 2010 and May 2011

37. Organize and conduct training, Organize roundtables, Schedule and conduct one-on-one meetings, Participate in NISOD and EDUCAUSE convention

Special Services:

38. Research and attend professional development management institutes and annual conferences which provide up-to-date legal, ethical, compliance, and accommodations information for serving students with disabilities

39. Research and attend professional development management conferences regarding tutoring methods and practices

Office of the President

Human Resources:

1. Develop a committee to review current being offered to employees and consider any new potential benefits
2. Develop process for evaluating new potential benefit products
3. Participate in ERS Benefits Conference
4. Participate in TACCHRP Conference
5. Attend POISE training
6. Review the Employee Handbook for policies that need to be updated or rewritten on annual basis
7. Research policy
8. Update/rewrite policy
9. Seek appropriate approvals
10. Update online
11. Send out employee notification of update

Institutional Advancement:

1. Review existing software packages to determine which package best meets current and long-term needs
2. Purchase the software system
3. Obtain consultation services to prepare existing data for conversion into the new software system and design the database itself to ensure that all Institutional Advancement and College fundraising current and future needs are met
4. Participate in hands on off-site software package training for Institutional Advancement Staff
5. Convert data into the software package
6. Implementation of software into Institutional Advancement operations
7. Join the area software user group and attend meetings. Membership provides continuous support among the members
8. Purchase the software license for STARS

President's Office/Effectiveness:

1. Monitor and ensure the instructional component of the College adequately meets to assess student learning outcomes
2. Monitor and ensure the Assessment Calendar is followed by all components of the College
3. Through direct contact with faculty and division chairs, monitor and ensure that the instructional component of the College implements

- multiple measures of student learning
4. From the established Assessment Calendar, monitor and ensure measures of student learning
 5. Support and encourage innovative, creative and consistent assessment activities
 6. President will insist that all program decisions are based on appropriate data
 7. Monitor the Assessment Calendar for completion
 8. Through direct contact with staff, monitor and ensure that the student support services components of the College implement multiple measures of student learning
 9. Appoint student academic advising task force
 10. Appoint retention/completion task force
 11. QEP Plan - Ensure adequate resource allocation decisions through budget process
 12. QEP Pilots - Ensure adequate resource allocation decisions through budget process
 13. QEP Projects - Ensure resource allocations for proven successful projects
 14. Technology - Monitor and ensure that Assessment and Planning calendars are followed
 15. Ensure production of Annual Technology Action Plan
 16. Technology - Require each component of the College to submit a three to five year plan
 17. Ensure development of a Technology Plan
 18. Technology - Monitor and ensure budget development
 19. Monitor and ensure the development of general education outcomes
 20. Through direct contact with faculty and division chairs, monitor and ensure that the instructional component of the College implements multiple measures of assessment to validate the general education outcomes
 21. Monitor and ensure that the Assessment Calendar and planning processes are followed
 22. Identify Resource Needs: Provide formal and informal opportunities for input
 23. Identify Resource Needs: Utilize community focus and advisory groups
 24. Monitor and ensure that the planning process drives the budget process and is completed within appropriate timelines
 25. Coordinate task force to review fund raising activities to enhance external funding
 26. Support alumni newsletter and meetings
 27. Encourage participation of alumni through personal contact
 28. External fundraising - Review of software
 29. External fundraising - Coordinate task force to review processes and personnel
 30. Professional Development - Ensure resource allocation for faculty, staff and students through budget process
 31. Professional Development - Ensure resource allocation for curriculum and technology
 32. Recognition through institutional service awards
 33. Ensure recognition through news articles of those participating in professional development
 34. Dir of IE - Participate in SACS Preconference and Conference (Louisville, Kentucky)

35. Dir of IE - Participate in TAIR Preconference and Conference (Austin)
36. Dir of IE - Participate in POISE training (Tulsa, Oklahoma)
37. Dir of IE - Participate in Annual Assessment Conference (College Station)
38. Appointment task force for recruitment.
39. To annually review mission documents in meetings
40. Ensure and monitor development of and adherence to assessment, planning and budgeting cycle calendars
41. Participate in local and regional focus groups
42. Participate in state and national conferences
43. Budget for journals and newspapers
44. Develop an institutional accountability report
45. Develop a President's report

Quality Enhancement:

1. Publish "the Quest" newsletter to be distributed to faculty and staff via mass email and post on the website as a resource - Produce 5 faculty/staff newsletters per academic year 2010-2011
2. QEP Committee - Provide leadership as chair; Meet monthly; Ensure completion of Quality Enhancement Plan objectives; Review and maintain Quality Enhancement Plan timeline
3. Review pilot project documentation and provide support and training for incorporation of Global Learning Outcomes and development of assessment measures
4. Participate in the QEP 2011 Summer Institute

Other Target Dates

August

Administrative Services

Business Office:

1. Budget approval by Board of Trustees
2. File approved budget with all appropriate entities

Physical Plant:

1. Quarterly reviews of Facilities Master Plan by Dean of Administrative Services to make sure we are on target to complete projects
2. Move forward with renovation of CC facilities in accordance with Master Plan in expansion of Century City Center Bookstore

Admissions, Records and Financial Aid

Admissions:

1. Purchase 4 replacement desktop computers for Admission staff of 12
2. Purchase 2 replacement printers for Admission staff of 12

Financial Aid:

1. Purchase 2 replacement desktop computers for Financial Aid staff of 8
2. Purchase 2 replacement printers for Financial Aid staff of 8

Instructional Services

Library:

1. Design interactive quiz to accompany sections of the database tutorial. Quiz will include instant feedback with answer explanations
2. Develop questions to use with clickers during library instruction
3. Attend staff development to learn how to effectively utilize the clicker technology
4. Enhance email flyer with student video testimonials
5. Post library updates and the link to the email flyer on VC's Twitter and Facebook
6. Capitalize on website as media for promoting library services
7. Develop a new faculty orientation to library services
8. Post video via the "Faculty Information" link prominently displayed under the "Quick Links" column on the homepage
9. Request budgetary increase in the amount of \$872.00 to compensate \$.50 per hour salary increase, thus raising the current rate of pay from \$8.50 to \$9.00 per hour for part time staff at CCC, Vernon, and STC
10. Currently, the STC Help Desk/Library Assistant is compensated jointly between the library and distance learning budgets. The Help Desk/Library Assistant is required to complete and fax separate time sheets for approval by myself and the Director of Distance Learning. To ensure the efficient processing of time sheets and to eliminate the need to complete two separate time sheets for each pay period, I am recommending that all funding for this position be transferred from DL and placed in the library's part time salary line 1-4-025-1-5-115

Special Services:

1. Encourage all deaf and hearing impaired students to complete required applications and paperwork before the first day of class
2. Work closely with counselors for early referrals of deaf and hearing impaired
3. Work with the Department of Assistive and Rehabilitative Services to receive early referrals from them regarding deaf students who plan to attend Vernon College
4. Encourage all deaf and hearing impaired students to apply with the Department of Assistive and Rehabilitative Services to help defray interpreter expense
5. Maintain a current list of interpreters by consulting with the Department of Assistive and Rehabilitative Services and the Deaf Action Center in Wichita Falls
6. Hire additional interpreters as needed each semester
7. Replace the Vtel Codac with Tandberg Educator Codac & Touch Panel in the following ITV classrooms: a.) VER W204 b.) VER S425 c.) CCC 300

8. Investigate, select, and acquire technology to enable the digital recording of all ITV sessions
9. Evaluate the feasibility of converting to H.323
10. Evaluate a migration from WebCT / Blackboard CE 8 to newer version of Blackboard 9
11. Provide training and professional developmental workshops for faculty teaching online courses
12. Operationally define terms related to general education outcomes and assessment.
13. Communicate with faculty and solicit input regarding assessment of general education outcomes
14. Research best practices in assessing general education outcomes
15. Purchase 50 tables and chairs for Vernon and Century City Cosmetology classrooms. (\$3,400)
16. Provide expanded space for Cosmetology Lab at CCC. (\$100,000)
17. Provide additional space for EMS Lab at CCC. (\$51,000)
18. Provide space for Pharmacy Technician Lab at CCC. (\$87,000)
19. Provide additional space for Surgical Technology Lab at CCC. (\$130,000)
20. Purchase 50 tables and chairs for Vernon LVN classroom. (\$3,400)
21. Strategically plan for enrollment growth by identifying necessary resources
22. Work closely with service area ISD's to foster relationships and identify their needs
23. Promote VC courses with high schools as the receiving / instructional site
24. Promote on campus courses
25. Redefine, align, and improve Vernon College Access Program throughout service area
26. Communicate / coordinate recruitment by Early College Start Coordinator with other components of the college

Office of the President

Human Resources:

1. Through direct contact with those involved gather information that will lead to development of appropriate form or forms
2. Work on developing draft form
3. Share draft with Administrative team for suggestions/changes
4. Once form is finalized, meet with IT to work on electronic version to ensure e-version is on College web site
5. Develop reporting process for professional development to include in Employee Handbook
6. Through direct contact with those involved, review current process for suggestions for improvement/suggestions
7. Network with other community college HR Directors for their processes
8. Create taskforce to revise process
9. Review process every 6 months for 1 year for workability

Institutional Advancement:

1. Review existing software packages to determine which package best meets current and long-term needs
2. Purchase the software system

3. Obtain consultation services to prepare existing data for conversion into the new software system and design the database itself to ensure that all Institutional Advancement and College fundraising current and future needs are met
4. Participate in hands on off-site software package training for Institutional Advancement Staff
5. Convert data into the software package
6. Implementation of software into Institutional Advancement operations
7. Join the area software user group and attend meetings. Membership provides continuous support among the members
8. Purchase the software license for STARS
9. Research and identify ex-students and add to new database once that is secured
10. Recruit ex-students to join the Ex-students association
11. Develop and implement Vernon College communication vehicles of interest to Ex-students
12. Provide professional development opportunities for the Coordinator of Marketing and Alumni Relations to attend alumni workshops
13. Request a one-year Marketing and Branding Task Force to develop college-wide graphic and identity standards
14. Develop and implement new and/or enhanced advertising strategies to support the College's visibility and recruiting efforts
15. Develop and implement an annual President's Report to be sent to all constituencies as well as all media outlets in the 12 county service area

President's Office/Effectiveness

1. Conduct review and update of the strategic planning process and document
2. Review and update SACS Compliance Certification document
3. Review and update standing committees

Quality Enhancement:

1. Produce the QEP Annual Progress Report not later than August 2011.

Student Services

1. Ensure that this primary training is scheduled yearly in early August so that all staff can attend without major disruption of Student Services functions.

Other Target Dates

Not Dated

Administrative Services

Business Office:

1. Include sufficient resources in the annual budget to allow Business Office Staff to attend annual POISE and Department of Education

Training

2. Attend local, state and national business officer meetings to include SACUBO and TACCBO

Office of the President**Institutional Advancement:**

1. Enhance existing philanthropy programs and design and implement various segmented philanthropy programs such as personal solicitation and grant programs
2. Create and implement annual and aggregate giving societies and launch a new event to recognize lifetime giving and planned gift donors
3. Participate in the Council for Resource Development's Federal Funding Task Force to visit federal agencies and learn about funding opportunities available for the College.
4. Develop a small grants program to provide, as needed, oversight and management of existing grants, research new potential public and private grant opportunities, and provide assistance to faculty and staff in seeking grants for College-approved projects and programs; identify, research, and submit grants with for college-wide funding needs with appropriate college employee technical assistance
5. Work with the donors of "building" endowed scholarships (those under the \$10,000 minimum threshold) to bring these balances to the minimum award level or fold them into an existing scholarship
6. Attend relevant training workshops for grant writing and management

Student Services

1. Student Services members will serve on the QEP Implementation Committee
2. Global Learning Outcomes: Provide Student Services staff to serve on committees and task forces
3. Increase travel budgets
4. Identify appropriate professional growth opportunities for all Student Services employees
5. Organize work schedules so that each employee has back-up coverage and that they can leave for professional growth opportunities