

Strategy Team Action Plan – Updated 1/27/11

Strategy Team: Identify Funding and Leverage Partnerships

Team Members: Annie Davidovicz, Tom Dowd, Julie Hennig, Roger House, Ashley Knight, Joanne Leski, Jim Ma, Susan McNamara, Wendy Mertes, Katherine Sawyer, Ruth Schweikert, Kristie Smith

Goal Supported: # 1.1

Target Population (Who will be impacted and how many people will be involved?): All goal/strategy teams and programs emanating from the strategic planning process and activities.

Brief description of strategy: To identify and pursue prospective private and public granters and philanthropists who will invest in the student success agenda through Harper College and secure their support.

Expected Outcomes (What change do you expect as a result of this strategy?): To secure funding required to resource the work of the student success agenda over the 5 year strategic planning timeframe.

- To determine a process for assessing, assimilating and articulating the external resource needs of the institution.
- To build a case for support and grant narrative to articulate resource needs to be leveraged for grant writing and to cultivate/solicit private donors.
- To secure \$1,250,000 or more in funding support in year

Action Steps/ Tasks What will be done?	Responsibility Who will do it?	Timeline When will it begin and when will it be completed?	Resources What additional resources do you need?	Partners (Internal/External) Who will need to be involved to carry out this task/step?	Challenges What challenges or barriers do you anticipate?	Communication How will you communicate this task/step to your partners?	Accomplishment What will this task/step accomplish?
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CONDUCT NEEDS ASSESSMENT							
Appoint a Goal 1.1 liaison to each of the goal/strategy teams to conduct a needs assessment for resource requirements.	Katherine Sawyer and Tom Dowd	Begin: November 2010 Complete: November 2010	None	Goal team members.	Goal teams may not be in a position to have fully assessed or have the ability to succinctly articulate their resource needs. As a result, several rounds of discussion may be necessary to clarify and refine. In addition, new needs may emerge over the course of the project.	Provide team members with a list of questions to get them started with the interview/assessment process.	Provide a dedicated resource for each goal/strategy team, serving as an ad hoc member to listen for funding and partnership opportunities.
Conduct needs assessment and draft summary narrative with supporting documents for Goal Team 1.2 (Institutional Effectiveness Measures).	Joanne Leski	Begin: November 2010 Initial Draft: January 2010 Complete: Ongoing refinement		<ul style="list-style-type: none"> • Goal Team 1.2 co-chairs and members as needed. • Advancement Grant Writer (as needed) 		Contact goal team co-chairs to communicate purpose and work together to determine the best way to engage with them.	Summary narrative of project purpose and budgetary needs to provide the Advancement team with enough information to identify prospective funders.
Conduct needs assessment and draft summary narrative with supporting documents for Goal Team 2.1 (Inspire).	Katherine Sawyer	Begin: November 2010 Initial Draft: January 2010 Complete: Ongoing refinement		<ul style="list-style-type: none"> • Goal Team 2.1 co-chairs and members as needed. • Advancement Grant Writer (as needed) 		Contact goal team co-chairs to communicate purpose and work together to determine the best way to engage with them.	Summary narrative of project purpose and budgetary needs to provide the Advancement team with enough information to identify prospective funders.

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Conduct needs assessment and draft summary narrative with supporting documents for Goal Team 2.2 (P-20 Alignment).	Wendy Mertes	Begin: November 2010 Initial Draft: January 2010 Complete: Ongoing refinement		<ul style="list-style-type: none"> • Goal Team 2.2 co-chairs and members as needed. • Advancement Grant Writer (as needed) 		Contact goal team co-chairs to communicate purpose and work together to determine the best way to engage with them.	Summary narrative of project purpose and budgetary needs to provide the Advancement team with enough information to identify prospective funders.
Conduct needs assessment and draft summary narrative with supporting documents for Goal Team 2.2a (College Readiness).	Tom Dowd	Begin: November 2010 Initial Draft: January 2010 Complete: Ongoing refinement		<ul style="list-style-type: none"> • Goal Team 2.2a co-chairs and members as needed. • Advancement Grant Writer (as needed) 		Contact goal team co-chairs to communicate purpose and work together to determine the best way to engage with them.	Summary narrative of project purpose and budgetary needs to provide the Advancement team with enough information to identify prospective funders.
Conduct needs assessment and draft summary narrative with supporting documents for Goal Team 3.1a (Accelerated Pipeline).	Annie Davidovich	Begin: November 2010 Initial Draft: January 2010 Complete: Ongoing refinement		<ul style="list-style-type: none"> • Goal Team 3.1a co-chairs and members as needed. • Advancement Grant Writer (as needed) 		Contact goal team co-chairs to communicate purpose and work together to determine the best way to engage with them.	Summary narrative of project purpose and budgetary needs to provide the Advancement team with enough information to identify prospective funders.
Conduct needs assessment and draft summary narrative with supporting documents for Goal Team 3.1b (Placement for Success).	Tom Dowd	Begin: November 2010 Initial Draft: January 2010 Complete: Ongoing refinement		<ul style="list-style-type: none"> • Goal Team 3.1b co-chairs and members as needed. • Advancement Grant Writer (as needed) 		Contact goal team co-chairs to communicate purpose and work together to determine the best way to engage with them.	Summary narrative of project purpose and budgetary needs to provide the Advancement team with enough information to identify prospective funders.

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Conduct needs assessment and draft summary narrative with supporting documents for Goal Team 3.1c (Early Alert).	Ashley Knight	Begin: November 2010 Initial Draft: January 2010 Complete: Ongoing refinement		<ul style="list-style-type: none"> • Goal Team 3.1c co-chairs and members as needed. • Advancement Grant Writer (as needed) 		Contact goal team co-chairs to communicate purpose and work together to determine the best way to engage with them.	Summary narrative of project purpose and budgetary needs to provide the Advancement team with enough information to identify prospective funders.
Conduct needs assessment and draft summary narrative with supporting documents for Goal Team 3.1d (Summer Bridge).	Katherine Sawyer	Begin: November 2010 Initial Draft: January 2010 Complete: Ongoing refinement		<ul style="list-style-type: none"> • Goal Team 3.1d co-chairs and members as needed. • Advancement Grant Writer (as needed) 		Contact goal team co-chairs to communicate purpose and work together to determine the best way to engage with them.	Summary narrative of project purpose and budgetary needs to provide the Advancement team with enough information to identify prospective funders.
Conduct needs assessment and draft summary narrative with supporting documents for Goal Team 3.1e (Minority Student Engagement).	Kristie Smith	Begin: November 2010 Initial Draft: January 2010 Complete: Ongoing refinement		<ul style="list-style-type: none"> • Goal Team 3.1e co-chairs and members as needed. • Advancement Grant Writer (as needed) 		Contact goal team co-chairs to communicate purpose and work together to determine the best way to engage with them.	Summary narrative of project purpose and budgetary needs to provide the Advancement team with enough information to identify prospective funders.
Conduct needs assessment and draft summary narrative with supporting documents for Goal Team 3.1e (Minority Student Engagement).	Kristie Smith	Begin: November 2010 Initial Draft: January 2010 Complete: Ongoing refinement		<ul style="list-style-type: none"> • Goal Team 3.1e co-chairs and members as needed. • Advancement Grant Writer (as needed) 		Contact goal team co-chairs to communicate purpose and work together to determine the best way to engage with them.	Summary narrative of project purpose and budgetary needs to provide the Advancement team with enough information to identify prospective funders.

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Conduct needs assessment and draft summary narrative with supporting documents for Goal Team 3.2 (Increase First-Time, Full Time Freshmen in Credit Courses).	Wendy Mertes	Begin: November 2010 Initial Draft: January 2010 Complete: Ongoing refinement		<ul style="list-style-type: none"> Goal Team 3.2 co-chairs and members as needed. Advancement Grant Writer (as needed) 		Contact goal team co-chairs to communicate purpose and work together to determine the best way to engage with them.	Summary narrative of project purpose and budgetary needs to provide the Advancement team with enough information to identify prospective funders.
Conduct needs assessment and draft summary narrative with supporting documents for Goal Team 3.2a (Choice Scholars).	Kristie Smith	Begin: November 2010 Initial Draft: January 2010 Complete: Ongoing refinement		<ul style="list-style-type: none"> Goal Team 3.2a co-chairs and members as needed. Advancement Grant Writer (as needed) 		Contact goal team co-chairs to communicate purpose and work together to determine the best way to engage with them.	Summary narrative of project purpose and budgetary needs to provide the Advancement team with enough information to identify prospective funders.
Conduct needs assessment and draft summary narrative with supporting documents for Goal Team 3.2b (COMPASS Testing).	Roger House	Begin: November 2010 Initial Draft: January 2010 Complete: Ongoing refinement		<ul style="list-style-type: none"> Goal Team 3.2b co-chairs and members as needed. Advancement Grant Writer (as needed) 		Contact goal team co-chairs to communicate purpose and work together to determine the best way to engage with them.	Summary narrative of project purpose and budgetary needs to provide the Advancement team with enough information to identify prospective funders.
Conduct needs assessment and draft summary narrative with supporting documents for Goal Team 3.3 (Certificate/Degree Completers).	Susan McNamara	Begin: November 2010 Initial Draft: January 2010 Complete: Ongoing refinement		<ul style="list-style-type: none"> Goal Team 3.3 co-chairs and members as needed. Advancement Grant Writer (as needed) 		Contact goal team co-chairs to communicate purpose and work together to determine the best way to engage with them.	Summary narrative of project purpose and budgetary needs to provide the Advancement team with enough information to identify prospective funders.

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Conduct needs assessment and draft summary narrative with supporting documents for Goal Team 4.1 (Stackable Career/Academic Pathways).	Ruth Schweikert	Begin: November 2010 Initial Draft: January 2010 Complete: Ongoing refinement		<ul style="list-style-type: none"> • Goal Team 4.1 co-chairs and members as needed. • Advancement Grant Writer (as needed) 		Contact goal team co-chairs to communicate purpose and work together to determine the best way to engage with them.	Summary narrative of project purpose and budgetary needs to provide the Advancement team with enough information to identify prospective funders.
Conduct needs assessment and draft summary narrative with supporting documents for Goal Team 4.2 (Career Readiness).	Jim Ma	Begin: November 2010 Initial Draft: January 2010 Complete: Ongoing refinement		<ul style="list-style-type: none"> • Goal Team 4.2 co-chairs and members as needed. • Advancement Grant Writer (as needed) 		Contact goal team co-chairs to communicate purpose and work together to determine the best way to engage with them.	Summary narrative of project purpose and budgetary needs to provide the Advancement team with enough information to identify prospective funders.

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DRAFT POSITIONING STATEMENT							
Refine positioning statements needs/projects defined by all goal/strategy teams		Begin: January 2010 Initial Draft: March 2010 Complete: Ongoing input and refinement		<ul style="list-style-type: none"> • Advancement Grant Writer • Marketing Services or external writing resources 			

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IDENTIFY POTENTIAL FUNDERS							
Coordinate and participate in goal/strategy team meetings with external consultant to communicate resource needs for purposes of prospecting federal grant opportunities.	Joanne Leski, Katherine Sawyer, Wendy Mertes, Tom Dowd, Annie Davidovich, Ashley Knight, Kristie Smith, Susan McNamara, Ruth Schweikert, Jim Ma	Begin: January 2010	External Consultant (Federal grant prospecting) - \$12,000 + travel and expenses for January 28 onsite work.				Identify a pipeline of prospective Federal grantors whose funding guidelines are a fit for our resource needs; including grant calendar.
Identify Granting Opportunities W/ Aspen Institute	Katherine Sawyer and Tom Dowd	2011					
Identify Granting Opportunities W/ Gates Foundation	Katherine Sawyer and Tom Dowd	2011					
Identify Granting Opportunities W/ Joyce Foundation	Katherine Sawyer and Tom Dowd	2011					
Identify Granting Opportunities W/ Lumina Foundation	Katherine Sawyer and Tom Dowd	2011					
Identify Granting Opportunities W/ DOL American Graduation Initiative	Katherine Sawyer and Tom Dowd	2011					

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GOVERNMENT GRANT OPPORTUNITIES – POSITION, BUILD, SUBMIT							
Grant ICCB FY11 Adult Education Bridge Program Implementation Grant: Bridge to Health care Project	Keiko Kimura	9/15/2010 - 6/30/2011	Funding to implement a bridge program for adult education students to transition to post-secondary education and/or health care field without need for remediation.	<ul style="list-style-type: none"> Kristie Smith 			Funded \$20,000
Grant ICCB CTE/Development Ed Bridge Implementation Grant	Keiko Kimura	7/1/2010-6/30/2011	WIA Incentive Funding to be used to assist students transitioning from pre-college to college-level coursework in the healthcare career program.	<ul style="list-style-type: none"> Kristie Smith 			Funded \$24,000
Grant ICCB FY11 Student Success Grant	Judy Marwick/ Joan Kindle	6/28/2010-6/30/2011	To provide resources to improve successful transition to postsecondary education, retention and student learning outcomes.	<ul style="list-style-type: none"> Kristie Smith 			Funded \$643,275
Grant ICCB FY11 Adult Education & Family Literacy Grant	Keiko Kimura	7/1/2010-6/30/2011	Supports Adult Education Development Education programs	<ul style="list-style-type: none"> Kristie Smith 			Funded \$508,610
Grant Northwest Educational Council for Student Success Trust in Agency Partnership for Innovative Programs	Dr. Ender and Sheila Quirk-Bailey	7/28/2010-6/30/2014	Partnership between Harper College and Districts 211, 214, and 220 to provide funding for innovative programs/projects related to the Student Success Initiative	<ul style="list-style-type: none"> Kristie Smith 			Funded \$1,000,000
Grant NSF STEM Learning Communities: The Role of Community in Degree Completion	Tom Dowd	2011-2014	Partnership between Harper College, Chicago Community Colleges for \$2 Million grant submitted with the Chicago Community Colleges				Pending \$190,000

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Grant Department of Education TRIO: Upward Bound Program	Sheryl Otto, Keiko Kimura, and Judy Marwick	2012-2016	The goal of Upward Bound is to increase the rate at which participants complete secondary education and enroll in and graduate from institutions of postsecondary education. The regular Upward Bound projects are designed to generate in participants the skills and motivation necessary for success in education beyond secondary school. Partnering with Schaumburg and Wheeling High School. (\$250,000 per yr/5 years)	<ul style="list-style-type: none"> Kristie Smith 			Will submit 11/2011 \$1,250,000

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PRIVATE GRANT/FUNDING OPPORTUNITIES – BUILD, WRITE/DESIGN, SUBMIT/SOLICIT							
Dr. Scholl Foundation	Sally Griffith	12/30/10 – 12/1/11	Funding to provide \$1,000 scholarship to Nursing students over 5 years.	• Kristie Smith			Funded \$5,000
IL Clean Energy Community Foundation	Sally Griffith	11/1/10-12/31/11	To provide funding for the one time purchase of equipment needed for the instruction in the two new classes, Wind and Solar Power Generation	• Kristie Smith			Funded \$62,995
Square D Foundation/Schneider Electric	Judy Marwick and Joan Kindle	2010	To provide resources to improve successful transition to postsecondary education, retention, and student learning outcomes. (student success initiative)	• Kristie Smith			Submitted/Pending \$100,000
Square D Foundation/Schneider Electric	Sally Griffith	2010	To provide funding and resources to expand Renewable Energy Curriculum	• Kristie Smith			Submitted/Pending \$99,398
Educause	Keiko Kimura and Stephanie Whalen		Next generation learning challenge (Academic Success)	• Kristie Smith			Submitted Pre-Application \$240,000
Grant Northrop Grumman Choice Scholars Institute	Keiko Kimura and Shante Bishop	2011	To promoting college readiness by providing academic enrichment programs for at-risk students, partnering with fellow educators, and introducing students to learning strategies that ensure they are able to meet the challenges of the college environment.	• Kristie Smith			Submitted/Pending 11/2010 \$20,000

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Grant AT&T Aspire Foundation Grant Opportunity High School Success and Workforce Readiness	Judy Marwick and Sheila Quirk-Bailey	2011-2014	COMPASS testing for high school juniors is to provide individual information about the level of college preparedness in mathematics. The desired outcome is that students will be prepared for college-level mathematics classes prior to or upon high school graduation. (\$50,000-\$100,000 per year /up to 4 years)	<ul style="list-style-type: none"> Kristie Smith 			Submitted/Pending 11/2010 \$400,000
Grant AT&T Aspire Foundation Grant Opportunity Inspire Students to seek postsecondary opportunities	Mike Barzacchini, Margaret Bilos, and Cathy Brod	2011	Planning/capacity building support for communities that are serious about enacting remediation, but need additional planning time and resources (\$25,000-\$35,000 for one year)	<ul style="list-style-type: none"> Kristie Smith 			Submitted/Pending 11/2010 \$35,000
Grant Pepsi Foundation	Tamara McClain and Juanita Bassler	Submit by 12/2010	A regional grant request to support the Latino and Black Teen Summits.	<ul style="list-style-type: none"> Kristie Smith 			Submitted/Pending 12/2010 \$10,000

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AWARD NOTIFICATION TRACKING							
Create grant/proposal funnel to track status and outcome of submissions and solicitations	Kristie Smith	Begin: November 2010 Complete: Monthly Status Update - Ongoing					

Strategy sustainability (If this strategy is successful, how will it be sustained after the initial pilot phase?):