

## Linkages from Outcome to Activities

### Resource Development

The Office for Resource Development will meet needs by: searching for external funding, networking with College staff/faculty to determine needs and commitments to potential projects, submitting all required paperwork and documentation to secure third party funding, taking steps to assist Grant Managers in implementation, insuring compliance and close-out of grants.

Intended Outcomes	Performance Indicators	Performance Standard	Data Sources	Supporting Units	Term	Activities	Resources Needed
01 Access & Equity	01A Grant Awards	1. Increase access via grants/subcontracts awarded in FY 2002 over FY 2001 (19).  2. Increase dollar amount over FY 2001 funding by 10% in FY 2002.	Internet, Request for Proposals, College Fact Book, UTPA Funding Resource Library	College Wide Grant Team	Fall	1. Develop division specific calendar/time-line for regularly occurring request for proposals (RFP's). 2. Review RFP's for non-recurring grants. 3. Develop and write proposals	Community Collaboration and Needs Assessment
					Spring	1. Review RFP's for non-recurring grants.  2. Develop and write grant proposals.	Community Collaboration and Needs Assessment
					Summer	1. Review RFP's for non-recurring grants.  2. Develop and write grant proposals.	Community Collaboration and Needs Assessment
	01B Grants Submitted	1. Increase number of grants submitted by four (4) over FY 2001 in FY 2002; for a minimum of 29.	1. Resource Development Grant Tracking file. 2. Resource Development Year-End Report.	Grants Administrative Assistant and STCC Business Office, Grant Accountant	Fall	Attend training workshops for staff (includes grant writing workshops, resource development workshops, Microsoft Word, Access, Excel, etc.) in order to utilize all staff in grant development and submission of quality applications.	Information Technology Support, Grant Training Specialist (I.e. The Grantsmanship Center)

<b>Intended Outcomes</b>	<b>Performance Indicators</b>	<b>Performance Standard</b>	<b>Data Sources</b>	<b>Supporting Units</b>	<b>Term</b>	<b>Activities</b>	<b>Resources Needed</b>
01 Access & Equity	01B Grants Submitted	1. Increase number of grants submitted by four (4) over FY 2001 in FY 2002; for a minimum of 29.	1. Resource Development Grant Tracking file. 2. Resource Development Year-End Report.	Grants Administrative Assistant and STCC Business Office, Grant Accountant	Spring	Attend all related workshops to develop Carl Perkins Discretionary Grant's and Annual Grant	Internet
					Summer	Develop implementation strategies from information garnered at workshops.	Funding and authorization to attend workshops.
	01C Involvement of College faculty/staff in grant development.	50% of the College Wide Grant Team will participate in grant team activities.	Monthly Meeting Minutes and Attendance Rosters, Web Page	Vice Presidents, Campus Coordinators, Division Directors, College Wide Grant Team Members	Fall	1. Training work sessions for College Wide Grant Team. 2. Review of grants applications prior to submission. 3. Review evaluators comments	1. Funding authorization to support attendance at training/work sessions. 2. Evaluator's comments.
					Spring	Hire Grant Compliance Technician and establish grant specific procedures for Staffing Plans, inventory, maintain and grant documentation.	Human Resources Hiring Procedures, Grant Compliance Technician position authorized/funded
02 Student Success	02A Support student needs	Establish external collaboration with public and private entities and obtain needed resources through them.	Resource Development web page	Client Services	Fall	Search and interview work study candidate(s) with web page experience and cross train Resource Development Administrative Assistant.	Training on web page from STCC Client Services
					Spring	Meet with STCC Client Services to determine web page parameters and determine necessary upgrades.	Modifications to existing software.

<b>Intended Outcomes</b>	<b>Performance Indicators</b>	<b>Performance Standard</b>	<b>Data Sources</b>	<b>Supporting Units</b>	<b>Term</b>	<b>Activities</b>	<b>Resources Needed</b>
02 Student Success	02A Support student needs	Establish external collaboration with public and private entities and obtain needed resources through them.	Resource Development web page	Client Services	Summer	Implement changes to the Resource Development web page.	Modifications to existing software.
03 Fiscal Responsibility	03A Works (Grants/Subcontracts)	100% successful migration of grants/subcontracts worksheet into Resource Development Grant Database.	New funding streams and Resource Development funding library	Information Technology Support Personnel, Resource and Grant Development staff	Spring	Input new data	Contract with person to input new data
					Summer	Maintain database	Training in new database
					Summer	Maintain database	Training on maintaining new database
04 Compliance	04A Compliance with standards of grants awarded.	1. Complete inventory of Capital Equipment purchased through grant funding. 2. Complete inventory of Non-Capital Equipment purchased through grant funding. 3. Maintain staffing plan	1. STCC Inventory Report System 2. STCC Inventory Report System 3. Proposals submitted with Staffing Plan	1. STCC Distribution Specialist 2. STCC Distribution Specialist 3. Grant Compliance Technician 4. Human Resources	Fall	1. Seek authorization for new staffing position, Grant Compliance Technician, in Resource Development 2. Grant Staffing Plan must be completed at a time of working on grant	STCC Staffing Plan, Human Resources Grant Staffing Procedures
					Spring	Hire Grant Compliance Technician and establish grant specific procedures for Staffing Plans, inventory, maintain and grant documentation	Human Resources Hiring Procedures, Grant Compliance Technician position authorized and funded.
					Summer	Implement and maintain procedures.	Grant Compliance Technician position (personnel)