

Program Action Plan Template

Program: Grants Resource Development		Date: 07/01/2024	Submitted By: Peter Lawson
Action Item 1			
Proposed Action	Develop and implement key operational standard operating procedures (SOPs)		
	Grants Resource Development will contribute to the development, Implementation, monitoring, and updating of five key SOPs by 6/30/2026:		
	1) Student Supports via Grants		
	2) Employee Supports via Grants		
	3) Grants Origination		
	4) Proposal Development		
	5) Grants Reporting Basics		
Responsible Party	Peter Lawson, Holly Owens, Shaun Carter (as well as VP External Programs, and VP Administrative Services)		
Success Criteria	Initial drafts completed for review by 12/31/2024. Adopted for internal use and shared with stakeholders by January 2025 (i.e., available in SharePoint). Documented use through 6/30/2025. Preliminary effectiveness analysis and update beginning 7/1/2025.		
Resources	Other KCC SOP reference, peer network guidance		
Timeline	Implementation analysis by 6/30/2026		
Action Item 2			
Proposed Action	Facilitate and secure \$15 million in capital construction resources toward the KCC/OCDC Childcare Learning Center (against an estimated total of \$20 million project costs)		
	KCC Grants Resource Development will continue to identify, apply for, and secure resources needed for the construction of the Childcare Learning Center, a collaborative project with Oregon Child Development Coalition		
Responsible Party	Peter, Holly Owens, Chip Massie		
Success Criteria	Construction is complete. Care and educational programming operational by 9/30/2026.		
Resources	Statewide foundations, state, and federal grant resources (e.g., Business Oregon Child Care Infrastructure Fund, and individual donor gifts)		
Timeline	Open facility by 9/30/2026		
Action Item 3			
Proposed Action	Renew key program revenue		
	Secure renewal of KCC TRiO SSS grant program		

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Responsible Party	Peter, Holly
Success Criteria	Award notice via funder
Resources	Prior process reference, professional development, experienced project team, KCC Institutional Research, peer review
Timeline	Secure by 6/30/2025 for FY 25/26 programming
Action Item 4	Secure new program revenue
Proposed Action	Secure initial funding of Department of Education College Assistance to Migrants Program (CAMP)
Responsible Party	Peter, Holly
Success Criteria	Award notice via funder
Resources	Prior process reference, experienced project team, KCC Institutional Research, peer review
Timeline	Secure by 2025/2026 program year

Signatures:

Peter RC Johnson

Department or Program Lead

Date

10/8/2024

Dean (when applicable)

Date

N/A

Vice President or President

Date

10/9/2024

After this document has been signed, please return to the Vice President of Academic Affairs.