

# DONNELLY COLLEGE STRATEGIC PLAN

*Donnelly College is a Catholic institution of higher education that seeks to continue the mission of Jesus Christ in our time by making the love of God tangible in our world. Specifically, the mission of Donnelly College is to provide education and community services with personal concern for the needs and abilities of each student, especially those who might not otherwise be served.*

**2020-2021  
Updates: Year 4**

**Priority One – Academic and Co-Curricular Excellence**

Initiative 1.1: The College will actively participate in the cultural and scholarly development of our students.

Action Plan	Start Date	Completion Date	Cost	Responsibility	Performance Indicator
A. Host two major events each year that present on topics that are relevant, engaging, and that focus on the development of the whole student and cultivate a community spirit.	Fall 2017	Spring 2022	\$7,500/year	VP of Academic and Student Affairs	AY17-18: 2 events <b>MET</b> AY18-19: 2 events AY19-20: 2 events AY20-21: 2 events AY21-22: 2 events

**Year 1 Updates**

**Spring 2018:**

- “Documenting the Undocumented,” presented by Dr. Marta Caminero-Santangelo, Professor of English and Director of the Center for Latin American and Caribbean Studies at the University of Kansas (October 17, 2017).
- “The Hatred of Poetry,” presented by Ben Lerner, Distinguished Professor of English at Brooklyn College (April 27, 2018).
- Performance Indicator for AY17-18: MET

**Year 2 Updates**

**Spring 2019:**

- March 9, 2019 Fr. Fredis Sandoval: "Catholic Social Justice and Human Rights Violations in El Salvador."
- April 24, 2019 NEH Speaker Series-Sr. Susan Wood, Professor of Theology "Ecumenical Church Teachings."

**Year 3 Updates**

**Spring 2020:**

- Sept. 20, 2019: Common read author, Ken Ilgunas, "Trespassing Across America"
- Feb. 27, 2020: Poet Laureate of Kansas, Huascar Medina provided by Humanities Kansas.

**Year 4 Updates**

**Spring 2021:**

- October 7, 2020: “They Changed My Name” Jose Faus, speaker, teacher, artist and founder of the Latino’s Writers Collective in Kansas City.
- This presentation brings together the dynamics of immigration told through the lens of visual art and poetry. It showcases an interactive exploration of a personal journey from the heart of Colombia to the heart of the United States, exploring the conundrum of belonging in unfamiliar surroundings while straddling two different cultures and narratives.
- March 2, 2021: Common Read Author, Dr. Mona Hanna-Attisha, “What the Eyes Don’t See”
- Common Read events proved successful in both attendance and student evaluations.
- Intramurals returned in Spring ’21.
- Partnered with Campus Ministry to hold several events, including Lenten Lunches.
- Addition of the Social Justice Club.
- With a modified format due to COVID, Thanks and Giving Event
- March 11, 2021: Pi Day was celebrated in-person with a smaller group of students and simultaneously broadcasted to other classrooms. Local high schools were provided the link to join the celebration. Leading to the celebration we had a Pi Day 2021 Virtual Artistic Contest. This was an online creative art contest; students were invited to submit any type of original art work that represented Pi ( $\pi$ ).

Initiative 1.1: The College will actively participate in the cultural and scholarly development of our students.

Action Plan	Start Date	Completion Date	Cost	Responsibility	Performance Indicator
B. Enhance annual co-curricular and extra-curricular student activities, e.g. student clubs and intramurals.	Fall 2017	Spring 2022	\$5,000/year	Director of Student Success	Student Satisfaction Surveys show increased ratings and participation in co-curricular activities each year (30 Thursdays, Intramurals, and cultural celebrations)

### Year 1 Updates

#### • Spring 2018:

- The Nursing Department added the Student Nurses Association.
- Fall 2017, Power Hour was rebranded as "30 Thursdays" to increase student participation and attendance.
- Full-time Program Support Specialist

### Year 2 Updates

#### Spring 2019:

- Intramurals-Volleyball, soccer, and basketball
- Pro-Life Club
- Our Lady of Guadalupe Celebration-Dancers

### Year 3 Updates

#### Spring 2020:

- Implementation of Common Read events to replace "30 Thursdays" to increase attendance and engagement by requiring whole classes to attend and actively participate.
- Reboot of Soccer Club, one of the college's oldest clubs.
- Addition of two new clubs: *Running Club* & *Girls Who Code*.
- *Fall Festival*: each club hosted an event in one day. Clubs have expressed interest in making this an annual activity.
- Boosted Pi Day, a campus tradition, by inviting local schools to participate Rosedale Middle School and J.C. Harmon High School.
- Student Senate had their recent elections and elected 5 new members.
- Pro-Life club took over 42 students to Washington D.C. for the March for Life.

### Year 4 Updates

#### Spring 2021:

- Common Read events proved successful in both attendance and student evaluations.
- Two new student clubs were added: Students for Social Justice and Travel Abroad.
- Intramurals returned in Spring '21.
- Partnered with Campus Ministry to hold several events, including Lenten Lunches.
- Addition of the Social Justice Club.
- With a modified format due to COVID, Thanks and Giving Event
- March 11, 2021: Pi Day was celebrated in-person with a smaller group of students and simultaneously broadcasted to other classrooms. Local high schools were provided the link to join the celebration. Leading to the celebration we had a Pi Day 2021 Virtual Artistic Contest. This was an online creative art contest; students were invited to submit any type of original artwork that represented Pi ( $\pi$ ).

Initiative 1.1: The College will actively participate in the cultural and scholarly development of our students.

Action Plan	Start Date	Completion Date	Cost	Responsibility	Performance Indicator
C. Conduct annual multicultural event.	Fall 2017	Spring 2022	\$1,000/year	Director of Student Success	Student Satisfaction Survey will show increased ratings and participation each year

## Year 1 Updates

### Spring, 2018:

- Multicultural Fest was held on April 29, 2018 with many cultural and ethnic groups represented. We assessed the survey and will reorganize event to offer in the Fall 2018 so that it'll attract more students and families.
- AY17-18 MET

## Year 2 Updates

### Spring, 2019:

- Multicultural Fest moved to Fall 2018 and held in the Event Center. Increased participation in ethnicity and country presentations by 50%. Held on October 12, 2019.
- AY 18-19 MET

## Year 3 Update

### Spring 2020:

- Multicultural Fest-Continued the same format as previous years and noted that we did not have as high attendance as usual. Move this event to spring once students are acclimated with college life.
- Initiated discussion on making the event more faculty led as well as incorporating it into the curriculum.

## Year 4 Updates

### Spring 2021:

- Multicultural Festival was added as a Common Read event, boosting participation.

Initiative 1.1: The College will actively participate in the cultural and scholarly development of our students.

Action Plan	Start Date	Completion Date	Cost	Responsibility	Performance Indicator
D. Sponsor five cultural and academic student workshops per academic year.	Fall 2018	Spring 2022	\$1,500/year	VP of Academic and Student Affairs	AY18-19: 5 events AY19-20: 5 events AY20-21: 5 events AY21-22: 5 events

## Year 2 Updates

### Spring 2019

- October 15, 2018-Lewis Morrow and Theater Company-Original Production
- November 15, 2018, Thanks and Giving-Celebration of Community
- February 14, 2019-Kim Staley Writing Workshop: "Moment by Moment: Family History Writing Workshop"
- February 19, 2019 -Phil Dixon- "The Kansas City Monarchs and the History of the National Negro League of Baseball"
- March 8, 2019-Donnelly College and The University of Kansas Creative Writing Workshop
- April 29, 2019-Assessment Day for staff, faculty, and students

## Year 3 Updates

### Spring 2020:

- Convocation August 2019
- Common Read Author Series-September 10, 2019
- Four Corners Debate- Oct. 16, 2020
- Pi Day-March 12, 2020
- Student Expo-February 12, 2020
- \*
  - *All other events cancelled in spring 2020 due to COVID*

## Year 4 Updates

### Spring 2021:

- Convocation August 2020 (in small groups and exclusively attended by First-Year Experience Students due to Covid)
- October 19, 2020: "Say It Loud, I Matter" spoken word artist, Jessica Ayala, performed poetry and presented on activism and self-acceptance.
- February 17, 2021: Role of research Panel, a panel of researchers, scientists, students, and professors shared how they've used research to make a difference in their community.
- March 2, 2021: Common Read Author Series
- March 11, 2021: Pi Day
- April 22, 2021: Student Expo
- April 23, 2021: DIME Release, DIME is the Arts and Literary Journal of Donnelly College.
- June 8 – July 29, 2021 – Summer STEM Academy: Since Summer 2019, Donnelly has hosted an annual Summer STEM Academy for incoming and continuing STEM students. The 2019 program was a three-week pilot which was expanded to five weeks in 2020 (but offered in a hybrid format due to the pandemic). This summer we have returned to in-person activities and expanded the program to eight weeks.

Initiative 1.2 The College will use Assessment data to develop curricula and programs.

Action Plan	Start Date	Completion Date	Cost	Responsibility	Performance Indicator
Develop a framework to develop and analyze assessment data to inform continuous program improvement.	Fall 2017	Fall 2018	\$2000	Assessment Council	Framework Developed-MET Framework Implemented-MET

**Year 1 Updates**

**Spring 2018:**

- The framework has been developed and approved by the Student Learning Outcomes Committee and the Assessment Council. MET
- The framework has been implemented and new Assessment Plans are being executed. MET

**Year 2 Updates**

**Spring, 2019**

- Framework developed, included in Assessment Handbook MET

Initiative 1.2: The College will use assessment data to develop curricula and programs.

Action Plan	Start Date	Completion Date	Cost	Responsibility	Performance Indicator
B. Offer hybrid courses in each academic program.	Fall 2017	Spring 2021	\$26,000	Academic Chairperson	AY18-19: 2 courses in IT/IS AY18-19: 2 courses in OL AY19-20: 2 courses in LAS AY20-21: 1 course in NU

## Year 1 Updates

### Spring 2018:

- Due to the redirection of focus on the HLC directives and the changes to LMS platforms, the IT/IS courses have not been identified nor developed into hybrid delivery formats.
- With the implementation of the new LMS (Canvas) beginning in June 2018, the delivery date for these courses in a hybrid method will start in AY 18-19.

## Year 2 Updates

### Spring 2019:

- Two hybrid courses were offered in Information Systems in Spring, 2019 (IS 304 and IS 311). Hybrid courses in Organizational Leadership were not offered due to a transition in leadership in the department. Assessment Council of Donnelly College is discussing hybrid course offerings for Liberal Arts and Sciences classes for Spring, 2020.

## Year 3 Updates

### Spring 2020:

- The Department of LAS is considering hybrid courses but is collecting assessment data to ascertain if 100-200 level courses are the best option for hybrid. Due to COVID-19, all courses were taught in distance learning format after March 23, 2020 and that data will be used to assess effectiveness. In addition, a Distance Learning Handbook was approved by the College in Spring 202 and the college received permission from HLC to offer online courses from March 23, 2020 to September 1, 2020.

## Year 4 Updates

### Spring 2021:

- LAS is preparing to start offering Hybrid Classes Spring 2022. We are currently exploring: PY101 or PY 205, a new science 3-credit elective, a history course and BL136- Anatomy & Physiology

Initiative 1.2: The College will use assessment data to develop curricula and programs.

Action Plan	Start Date	Completion Date	Cost	Responsibility	Performance Indicator
C. Strengthen pathways in STEM and Pre-Engineering by establishing articulation agreements with three other institutions.	Fall 2018	Fall 2020	N/A	Academic Chairperson VP of Academic and Student Affairs	Fall 2018: 1 agreement signed Fall 2019: 1 agreement signed Fall 2020: 1 agreement signed

## Year 1 Updates

### Spring 2018

- Donnelly is building STEM program capacity through multiple current federal grants, two from the National Science Foundation and two from the Department of Education. The most recent grant is a collaborative project with University of Missouri-Kansas City's School of Computing & Engineering.

## Year 2 Updates

### Spring 2019:

- Signed MOU with Park University in Parkville, MO in the field of Secondary Education. Students seeking secondary certification must select one of the following areas of certification:
  - Biology, Chemistry, Earth Science, English, Mathematics, Social Science

## Year 3 Updates

### Spring 2020:

- An initial meeting was held in fall 2019 with Kansas State University and Dr. Brenee King to discuss an articulation agreement in the areas of Computer Science and Computer Engineering pathways. Donnelly has sent course curriculum to K State for evaluation.
- In March 2020, Lisa Stoothoff, VPASA started discussions with Monica Espinosa, EPA for a MOA to provide STEM related lectures, seminars, and collaborations. This MOA is expected to be signed on September 21, 2020. This MOA will allow EPA professionals to enhance our curriculum with speaker series.

## Year 4 Updates

### Spring 2021:

- On September 21, 2020, Donnelly College and EPA Region 7 signed an MOU formalizing an expanded five-year partnership to promote environmental education and career opportunities for Donnelly students.
- Articulation Agreement with Metropolitan Community College - On February 25, 2021, Donnelly signed an articulation agreement to facilitate the transfer of associate degree graduates from Metropolitan Community College (MCC) into our Bachelor of Science in Information Systems.

Initiative 1.2: The College will use assessment data to develop curricula and programs.

Action Plan	Start Date	Completion Date	Cost	Responsibility	Performance Indicator
D. Promote Service Learning projects and completion through our academic programs.	Fall 2017	Spring 2022	\$2,000/year	ASA Leadership Team	AY17-18: 1 project <b>MET</b> AY18-19: 2 projects AY19-20: 3 projects AY20-21: 3 projects

## Year 1 Updates

### Spring 2018:

- Project LOUD (Literacy Outreach in Urban Districts) establishes a reading partnership between Developmental Education students at Donnelly College and at-risk elementary students at public and Catholic schools in the urban core. To prepare for the project, Donnelly Preparatory Education students spend six weeks reading a wide range of poetry—from published poets to contemporary rappers—and then using these examples to compose their own original poetry. Each Donnelly student then select a variety of published and original works to read to and with the two or three elementary school students with whom they are paired. For AY17-18, the project was carried out at Holy Name Catholic School on Southwest Blvd. in KCK.
- AY 17-18 MET

## Year 2 Updates

### Spring 2019

- Unbound-Letter Writing Service-Learning Project- Fall, 2019  
Project LOUD-Literacy Outreach Urban Districts-Spring, 2019  
Social Justice Trip-Memphis Tennessee-May 2019  
\*In addition to the service-learning projects, we created our first Global Civics course which is a one credit accompaniment to the May Social Justice trip.

## Year 3 Updates

### Spring 2020:

- The annual social justice trip and corresponding 8-week course (CV100) were cancelled due to the COVID-19 crisis.
- Success First implemented their Project LOUD (Literacy Outreach in Urban Districts)
- Success First collaborated with UNBOUND and the CCS100 students on a letter-writing initiative.
- The Environmental Ethics course was unable to complete its civic engagement component due to COVID-19.

## Year 4 Updates

### Spring 2021:

- Fall 2020 - Biology and Chemistry students measured levels of nitrates, phosphates, salinity, carbon dioxide, pH and heavy at Big Eleven Lake and cleaned up the park area.
- Spring 2021 – Environmental Ethics course worked with the Sierra Club to educate urban core residents about the saving energy and distributed LED light bulbs Environmental ethics students also planted a community garden at a local public housing project, Wyandotte Towers.
- STEM faculty revised a course and added a lab component to an existing Environmental Science class that has not been offered in many years. The revised Environmental Science course will be team taught in fall 2021 and will also include a service-learning component that encourages STEM career exploration.

Initiative 1.2: The College will use assessment data to develop curricula and programs.

Action Plan	Start Date	Completion Date	Cost	Responsibility	Performance Indicator
E. Continue participation and project completion in the HLC Assessment Academy.	Fall 2017	Spring 2021	\$55,000	Assessment Council	AY17-18: Status report to HLC <b>MET</b> AY18-19: Status report to HLC AY19-20: Status report to HLC AY20-21: Status report to HLC

## Year 1 Updates

### Spring 2018:

- Secured a grant from the Ewing Marion Kauffman Foundation in July 2017 for \$51,573 to support Assessment Academy participation. Status report submitted to HLC/Academy Mentor. Received response from Academy Mentor and changes will be implemented in the next report.

## Year 2 Updates

### Spring 2019

- In July 2019, the Assessment Academy, Jennifer Bales, Mary Pflanz, Melissa Lenos, Joe Multhauf and Lisa Stoothoff, attended the Mid-Point session of the Assessment Academy in Chicago, IL. This working session provided a clear pathway to our next steps in the Assessment process. The final report and project are due in Summer 2021.

## Year 3 Updates

### Spring 2020:

- The Assessment Academy meets with our HLC consultant, Marianne Danielson, on quarterly basis to report progress on our Academy Project. Our annual Assessment Day is being held on August 18, 2020.

## Year 4 Updates

### Spring 2021:

- In June 2021, the team from Donnelly College graduated from the HLC Assessment Academy during a virtual event. These four-year processes strengthened our culture of assessment and has propelled us to offer Assessment Days, involve the entire college in assessment measures and increase student awareness of student learning outcomes.

Initiative 1.2: The College will use assessment data to develop curricula and programs.

Action Plan	Start Date	Completion Date	Cost	Responsibility	Performance Indicator
F. Develop an academic and co-curricular program review process.	Fall 2017	Spring 2019	N/A	Director, Student Success Assessment Council	Framework developed. <b>MET</b> Framework implemented. <b>MET</b> Assessment of framework effectiveness.

## Year 1 Updates

### Spring, 2018

- Program Review framework and process developed for both academic and co-curricular programs. MET
- A Program Review rubric has been developed and implemented. MET
- Program Review process has been implemented and reports are being evaluated by the Assessment Council.

## Year 2 Updates

### Spring 2019:

- Program Review Process completed and implemented.

## Year 3 Updates

### Spring 2020:

- A subcommittee of Assessment Council met in June 2020 to assess the framework and to develop a new timeline for assessment plans and to “close the loop” on the Program Review process.

## Year 4 Updates

### Spring 2021:

- A subcommittee of Assessment Council met in June 2021 to create a new Program Review template and rubric better suited to assess co-curricular programming. These will be implemented in the next Program Review for Student Support Service

Initiative 1.2: The College will use assessment data to develop curricula and programs.

Action Plan	Start Date	Completion Date	Cost	Responsibility	Performance Indicator
G. In consultation with the Archdiocese, oversee an academic pre-theology program for potential seminary students.	Fall 2017	Fall 2019	\$12,000/year	VP of Academic and Student Affairs	Courses developed. Program approved. Program offered.

## Year 1 Updates

### Spring 2018

- At this time, we are only offering Philosophy courses; students seeking to take these courses, may also be enrolled in other academic programs at DC.

## Year 2 Updates

### Spring 2019

- An outline of the program requirements has been established by the Director of Institutional Research.  
The Endowed Chair of Humanities is now compiling those documents.

## Year 3 Updates

### Spring 2020

- An ad-hoc committee was created to discuss the possibility of a Pre-Theology Program. The committee consisted of faculty members, the academic librarian, campus ministers, and advisor and the Endowed Chair of the Humanities.
- The committee found that it was not feasible to start the program as it was not fiscally responsible or was there a need for a program in our area.

Initiative 1.3: The College will implement a thriving campus ministry program.

Action Plan	Start Date	Completion Date	Cost	Responsibility	Performance Indicator
A. Foster a dynamic Sacramental life for students, staff and faculty by offering daily mass, weekly confessions, and other devotional opportunities.	Fall 2017	Spring 2022	\$2,000/year	VP of Spirituality and Mission	Increase participation in Campus Ministry activities by 50% annually.

### Year 1 Updates

#### Spring 2018:

- Daily Mass is offered for faculty and students. Sacramental Confession is offered on Wednesdays and Thursdays. Ash Wednesday Services.
- Pre-seminary students conducted Ash services.
- The Holy Rosary and Stations of the Cross offered on Wednesdays and Fridays of Lent. Increase event participation annually by 50%, using baseline data for AY17-18: ▪ Daily Mass: 10 (average) ▪ Sacramental Confession: 10 (average) ▪ Ash Wednesday Mass: 30 (average) ▪ Holy Rosary: 10 (average)

### Year 2 Updates

#### Spring, 2019:

- A Student Work Study was added to Campus Ministry to engage students in a "Like evangelizes like" approach. Experimentation in finding good times for Masses and other Sacramental celebrations. Increase in the use of the Sacrament of Reconciliation.
- Hire a full time Assistant in Campus Ministry to assist in developing more dynamic and interactive programs.

### Year 3 Updates:

#### Spring 2020

- Daily Mass is offered for faculty and students.
- Sacramental Confession was offered daily.
- Instituted Daily Morning Prayer according the Liturgy of the Hours.
- The Holy Rosary daily during October and November.
- Began a weekly Pro-life Rosary / Prayer Sessions
- Full time Assistant was hired
- Four Donnelly students went on a Koinonia retreat

### Year 4 Updates

#### Spring 2021:

- Daily Mass offered for faculty and students: Monday through Friday at 12:05 PM.
- Sacrament of Confession offered any time by request and twice a week before Mass: Tuesday and Friday from 11:00 – 11:45 AM
- Eucharistic Adoration offered twice a week before Mass: Tuesday and Friday from 11:00 – 11:45 AM
- The Holy Rosary prayed daily during the month of May

Initiative 1.3: The College will implement a thriving campus ministry program.

Action Plan	Start Date	Completion Date	Cost	Responsibility	Performance Indicator
B. Facilitate Catechesis and Biblical studies for members of the Donnelly community.	Fall 2017	Spring 2022	\$2,500/year	VP of Spirituality and Mission	Conduct two bible study series annually (1 per semester) AY 17-18: 2. MET AY 18-19: 2. AY 19-20: 2. AY 20-21: 2.

## Year 1 Updates

### Spring 2018:

- Theological Discussion groups held for informal formation.
- “Faith Matters” discussion group at Sanctuary of Hope, an ecumenical retreat center in urban Kansas City, Kansas.
- Results from the Campus Ministry Survey discussed in 1.3C will also inform this action.

## Year 2 Updates

### Spring 2019:

- Two Bible Studies were hosted on Campus. During the Fall Semester a program called "Movies, Munchies & Meditation" focused a Bible Study using Contemporary Film. (Bro. Martin). In the Spring Semester a Regular Bible Study was offered during Lent. (Cheryl Hicks)
- The need to acquire more Bibles and study texts. Need to make Regular Bible study more engaging and featured as a part of campus life.

## Year 3 Updates

### Spring 2020:

- Tuesdays: Theology & Tapas weekly, in the Donnelly commons., Br. Martin hosted a Theology and Bible discussion. A lot of energy expended on correcting students’ misunderstanding of Catholic teaching – partially because of what they have heard from media and even various faculty members.
- Focus on Catholic Morality. Students have a radical misunderstanding of homosexuality, “same sex” marriage, Divorce, Marriage. Several students have been formed in the MISUNDERSTANDING that truth is “relative”. Some faculty members have inculcated into students the sense that truth is relative, and “Socialism” is compatible with Catholic Social teaching. Much energy was focused on correcting error.
- Made free Bibles and Catechisms available to any interested students. Seriously, we are “starting from scratch” when it comes the faith awareness and understanding of virtually all of our students, AND MOST OF OUR FACULTY!!!
  - Thursdays in the Commons: Weekly Catechetical Study.
  - During the Fall Semester "Movies, Munchies & Meditation" focused Christian Values Study using Contemporary Films. (Bro. Martin).
  - Guadalupe: Three Documentary films on Faith in the Latin X tradition. In conjunction with the Feast of Our Lady of Guadalupe.
  - Campus wide subscription to “FORMED.ORG” and FOCUS-EQUIP App as a way of engaging students and staff during the Campus wide shut down of COVID-19
  - Weekly Online catechesis and discussion of featured programming from “FORMED” and “FOCUS”.

## Year 4 Updates

### Spring 2021:

- Bibles were given to all incoming students at Convocation to begin the school year
- Weekly student Bible study was held during the spring semester
- Foundations of Theology (RS 225) was taught by the campus minister and offered as preparation for those seeking to complete the Sacraments of Initiation
- Began individual student preparation for the sacrament of Confirmation
- Began individual staff preparation for the sacrament of Confirmation
- Met with students one on one to discuss contemporary religious issues. Students were especially interested in the Catholic understanding of the human person, marriage and sexuality.

- Campus minister taught an elective class (PH 112) on the Philosophy of the Human Person from a Catholic perspective
- Campus wide subscription to “FORMED.ORG” and FOCUS-EQUIP App as a way of engaging students and staff

Initiative 1.3: The College will implement a thriving campus ministry program.

Action Plan	Start Date	Completion Date	Cost	Responsibility	Performance Indicator
C. Pastoral outreach to students seeking full integration into the Church by holding an annual RCIA program suitable for college students.	Spring 2018	Spring 2022	\$1,000/year	VP of Spirituality and Mission	Campus Ministry Student Survey developed. MET Administer Campus Ministry Survey at all Orientations and to all returning students in Fall 2018. Administer Campus Ministry Survey to all new students annually beginning in 2019-20.

## Year 1 Updates

### Spring 2018:

- Prepared a campus ministry survey for new and returning students to determine their Sacramental needs.
- Shared survey with Cabinet and Student Services for incorporation at New Student Orientations held Summer 2018.
- Outlined strategy to also survey all returning students in Fall 2018.
- Individual Catechesis to candidates for Confirmation. (conducted by Br. Martin Navarro & Sr. Marie Kathleen Daugherty)

## Year 2 Updates

### Spring 2019:

- Campus Ministry Student Survey developed.
- Administer Campus Ministry Survey at all Orientations and to all returning students in Fall 2018.
- Administer Campus Ministry Survey to all new students annually beginning in 2019-20.

## Year 3 Updates

### Spring 2020

- Enhanced our existing Campus Ministry Student Survey for more specific data
- Administered Campus Ministry Survey at all Orientations and to all returning students in Fall 2019
- Individual Catechesis and R.C.I.A. Individual Catechesis to candidates for Confirmation. (Conducted by Br. Martin Navarro, Fr. John & Sr. Marie Kathleen Daugherty)

## Year 4 Updates

### Spring 2021:

- Foundations of Theology (RS 225) was taught by the campus minister and offered as preparation for those seeking to full integration into the Church
- Administered Campus Ministry Survey at all Orientations and to all returning students in Fall 2020

Initiative 1.3: The College will implement a thriving campus ministry program.

Action Plan	Start Date	Completion Date	Cost	Responsibility	Performance Indicator
D. Sponsor and support a thriving Pro-Life Club.	Fall 2017	Spring 2022	\$2,000/year	VP of Spirituality and Mission	Hold regular Pro-Life Club meetings. Annually attend <i>March for Life</i> in Washington, D.C. Offer a local pro-life activity each academic year. Spring 2018 <b>MET</b> Spring 2019 Spring 2020 Spring 2021 Spring 2022

## Year 1 Updates

### Spring 2018:

- Students participated in the national March for Life rally in Washington, DC. MET
- A Pro- Life Club has been formed and began meeting.
- Lisa Stoothoff, VP of Academic & Student Affairs, is the Faculty Advisor, together with Fr. John Melnick, VP of Spirituality and Mission.
- Student participated at the National Pro-Life Convention in Kansas City, KS June 29-30.
- This club is already preparing for the 2019 Pro-Life March in Washington, DC.

## Year 2 Updates

### Spring 2019:

- Hold regular Pro-Life Club meetings.
- Annually attend March for Life in Washington, D.C.
- Offer a local pro-life activity each academic year.
- Meetings were held bi-weekly in order to organize the first-ever full-bus trip of Donnelly students to the March for Life in Washington, D.C. Additionally, students were constantly active in promoting the movie *Unplanned* to students on campus and attending the Premiere the week prior to its release. Most meetings are concerned with fundraising rather than student outreach; the club was only able to acquire \$50 from the Student Senate.

## Year 3 Updates

### Spring 2020

- Weekly Pro-Life Club meetings. The club grew to 72 Students.
- Yarelli Castor, Ian Suarez, Angie & Kritshna Diaz elected officers.
- Promotion of the Club in the various Wyandotte Country Churches. The club was able to raise \$7000 (plus) for the annual Pro-Life March-trip.
- 40 students-Faculty attended March for Life in Washington, D.C. Jan. 22-26, 2020
- Offer of local pro-life activities each academic year. (1) Sponsored the movie “Unplanned” on campus, with an ‘Ice cream Social’, (2) Bake Sale (3) Co-Sponsored with Campus Ministry and STEM: a Study Day with Dr. Pilar Calva. M.D. and Dr. Mercedes Wilson
- Off Campus the Pro-Life club promoted Terry Beatley in cooperation with the Archdiocesan Pro-Life
- Meetings were held weekly to organize the annual Washington trip of Donnelly students to the March for
- Life in Washington, D.C.
- Most meetings focused on student outreach education.
- The club developed a Facebook page and worked on a number of pro-life videos

## Year 4 Updates

### Spring 2021:

- Weekly Pro-Life Club meetings in the fall semester
- Ian Suarez and Kritshna Diaz elected officers.
- March for Life trip was canceled due to COVID-19
- Plans for the following academic year (‘21-’22) were made with a focus given to local crisis pregnancy outreach and the March for Life
- Organized an adjusted Convocation for all incoming students. Held four separate ceremonies in the new chapel. The ceremonies consisted of the Liturgy of the Word and the Ceremony of Matriculation. Msgr. Swetland presided over each.

- Partnered with Student Life to offer free lunches to the Donnelly community during the Lenten season
- Students from the Foundations of Theology class created Easter Egg Trees that were displayed in front of the chapel

Initiative 1.3: The College will implement a thriving campus ministry program.

Action Plan	Start Date	Completion Date	Cost	Responsibility	Performance Indicator
E. Provide regular semester meetings for students, staff and faculty interested in aspects of campus ministry programming.	Fall 2017	Spring 2022	\$200/year	VP of Spirituality and Mission	Organize monthly meetings for Community during academic year. (6 annually)

## Year 1 Updates

- Results from the Campus Ministry Survey discussed in 1.3C will be reviewed in these planning meetings in 2018-19 and inform discussion of programming plans.

## Year 2 Updates

### Spring 2019:

- Two Campus wide Planning Sessions were held to prepare for Campus ministry events (composed of Students, Faculty, Staff and Administration. This will be continued and expanded.)

## Year 3 Updates

### Spring 2020:

- Open Campus Planning Sessions were held in Autumn of 2019 to prepare for Campus ministry events (composed of Students, Faculty, Staff and Administration.)
- Results from the Campus Ministry Survey were reviewed in that planning meeting to inform 2019-20 discussion of programming plans.

## Year 4 Updates

### Spring 2021:

- Presented on Campus Ministry civic engagement for the Donnelly spring community meeting. Informed Donnelly community of significant student participation in the Pro-Life Club pre-pandemic and plans to renew participation in the coming academic year. Also, informed community of the desire to expand Campus Ministry's focus beyond but still including Pro-Life activities

Initiative 1.4: The College will develop an internal and external communication plan.

Action Plan	Start Date	Completion Date	Cost	Responsibility	Performance Indicator
A. Highlight successes and accomplishments of students and alumni.	Summer 2018	Spring 2022	\$15,000	Director of Marketing Cabinet	Add external e-mail communication channel. Maintain media channels currently in place: internal email, external print, web and social. Formalize internal framework to identify accomplishments in need of highlighting.

## Year 1 Updates:

### Spring, 2018:

- Plans underway to expand existing communication plan to include an e-newsletter to be e-mailed to all Donnelly database in Fall 2018, supplementing the internal Donnelly Community correspondence, “The Weekly”, and the biannual external publication, the Digest.
- Alumni Hall of Fame external website is undergoing revisions for launch in Summer 2018.  
Integrate Alum Hall of Fame into SHINE annual fundraising event again in 2018 to better highlight alum success to larger audience.
- New (internal) Alumni Committee representing advancement staff, student services staff and faculty representatives will launch in Fall 2018.
- New Social Media strategy was launched in Spring 2018, using student-produced videos to introduce students to a larger audience. Three created and shared.

## Year 2 Updates

### Spring, 2019:

- Selected highlights are presented in issues of the Digest, social media, website videos and blog.
- We utilize testimonials and quotes on prospective student materials and development materials.
- Selected student and alumni achievements are highlighted in special events such as SHINE and Alumni Hall of Fame.

## Year 3 Updates:

- Conducted interviews with 10 current students and recent alumni. Selected highlights are presented in issues of the Donnelly Digest, social media, website, videos, advertisements, and student recruitment materials.
- Highlighted a recent alum in our most recent holiday appeal.
- Students were engaged in telling their stories and thanking donors during #1day4donnelly, part of the internal and external marketing communication plan.

## Year 4 Updates

### Spring 2021:

Initiative 1.4: The College will develop an internal and external communication plan.

Action Plan	Start Date	Completion Date	Cost	Responsibility	Performance Indicator
B. Highlight employee successes and accomplishments.	Fall 2017	Spring 2022	N/A	Director of Marketing Cabinet	Add external e-mail communication channel. Maintain media channels currently in place: internal email, external print, web and social. Formalize internal framework to identify accomplishments in need of highlighting.

## Year 1 updates

### Spring, 2018

- Plans underway to expand existing communication plan to include an e-newsletter to be e-mailed to all Donnelly database in Fall 2018, supplementing the internal Donnelly Community correspondence, “The Weekly”, and the biannual external publication, the Digest.
- Executed current communication plan with stories about faculty and staff successes on in existing channels.

## Year 2 Updates

### Spring 2019:

- Professional development activities and faculty/staff achievements are listed in the Digest.
- Some program highlights or major achievements may be profiled in the Digest and in social media.
- Recognition of employee achievement frequently occurs at staff and community meetings.

## Year 3 Updates

### Spring 2020

- Professional development activities and faculty/staff achievements are listed in the Digest.
- Some program highlights or major achievements may be profiled in the Digest and in social media.
- Recognition of employee achievements frequently occurs at staff and community meetings.

## Year 4 Updates

### Spring 2021:

Initiative 1.4: The College will develop an internal and external communication plan.

Action Plan	Start Date	Completion Date	Cost	Responsibility	Performance Indicator
C. Promote the accomplishments, priorities and goals of the College.	Summer 2018	Spring 2022	\$15,000	Director of Marketing Cabinet	Add external e-mail communication channel. Maintain media channels currently in place: internal email, external print, web and social. Formalize internal framework to identify accomplishments in need of highlighting.

## Year 1 Updates

### Spring 2018:

- Plans underway to expand existing communication plan to include an e-newsletter to be e-mailed to full Donnelly database in Fall 2018, supplementing the internal Donnelly Community email correspondence, “The Weekly”, and the biannual external publication, the Digest.
- Donnelly’s newly adopted Campus Master Plan and new vision statement were highlighted on the cover of the Winter 2018 Digest and covered in-depth in a 4-page feature story,
- Campus Master Plan updates and recent donors are planned to be highlighted in the Summer 2018 Digest in July, which will also highlight our academic accomplishments from Commencement in May 2018.
- The marketing department incorporated Donnelly’s 2017 U.S. New & World Report ranking as “The Most Diverse College in the Midwest” in our Spring & Summer marketing campaign for Fall 2018, including on full-sized billboards placed on the heavily traveled nearby Interstate-70 highway.

## Year 2 Updates

### Spring, 2019:

- Selected institutional highlights are presented in issues of the Digest, social media, e-mail, website videos and blog. Specifically, within the Winter Digest we include a President’s Report
- Press releases sent for major announcements and events just as groundbreaking.
- Institutional achievements are highlighted in special events such as SHINE and development related meetings.
- Memberships and sponsorships of community partners events and initiatives such as the Wyandotte Economic Development Council and KCK Chamber where we often can share the latest developments at Donnelly College.
- Development of prospective students.

### Year 3 Updates:

- Selected institutional highlights are presented in issues of the Digest, social media, e-mail, website videos and blog. Specifically, within the Winter Digest we include a President’s Report.
- Press releases sent for major announcements and events just as groundbreaking.
- Memberships and sponsorships of community partners events and initiatives such as the Wyandotte Economic Development Council and KCK Chamber where we often can share the latest developments at Donnelly College.

## Year 4 Updates

### Spring 2021:

**Priority Two – Faculty and Staff Development**

Initiative 2.1: The College will manage staffing levels sufficient for institutional needs.

Action Plan	Start Date	Completion Date	Cost	Responsibility	Performance Indicator
A. Develop new employee orientation and on-boarding process.	Spring 2018	Spring 2019	N/A	VP of Business Affairs/HR	Spring 2018: on-boarding and off-boarding checklist developed Fall 2019: orientation developed Spring 2019: orientation implemented

**Year 1 Updates**

**Spring 2018:**

- Spring 2018: on-boarding and off-boarding checklist developed  
Fall 2019: orientation developed  
Spring 2019: orientation implemented

**Year 2 Updates**

**Spring 2019:**

- Orientation planned for development in Fall 2019 and implementation in Spring 2020.

**Year 3 Updates**

**Spring 2020:**

- Virtus Training ongoing
- Human Resource Specialist hired in 2019 which creates uniformity and thoroughness of onboarding process
- Adjunct-specific training
- College-wide workshop at the beginning of each semester.

**Year 4 Updates**

**Spring 2021:**

- Virtus Training ongoing
- Human Resource Specialist hired in 2019 which creates uniformity and thoroughness of onboarding process
- Adjunct-specific training
- College-wide workshop at the beginning of each semester.

Initiative 2.1: The College will manage staffing levels sufficient for institutional needs.

Action Plan	Start Date	Completion Date	Cost	Responsibility	Performance Indicator
B. Standardize annual evaluations for all faculty and staff.	Fall 2017	Spring 2018	N/A	VP of Business Affairs VP of Academic and Student Affairs	Evaluation process developed, forms created, and implemented. 100% of faculty and staff evaluations completed. <b>COMPLETED.</b>

## Year 1 Updates

### Spring 2018:

- The new process is being implemented in Spring 2018.
- The process and forms are available via the HR web site.
- All evaluations to be completed before July 31,

## Year 2 Updates

### Spring 2019:

- Standard annual evaluations for all faculty and staff were finalized in 2017-2018.

## Year 3 Updates:

### Spring 2020

- The College continues to evaluate all faculty and all staff on an annual basis.

## Year 4 Updates

### Spring 2021:

- The College continues to evaluate all faculty and all staff on an annual basis.

Initiative 2.1: The College will manage staffing levels sufficient for institutional needs.

Action Plan	Start Date	Completion Date	Cost	Responsibility	Performance Indicator
C. Align salaries during annual budgeting process to stay competitive and retain qualified staff.	Fall 2018	Fall 2020	\$25,000/year	VP of Business Affairs	Fall 2018: Analyze salary variances to formalize plan of implementation. Spring 2019: 50% of goal reached. Spring 2020: 100% of goal reached.

## Year 1 Updates

### Spring 2018:

- Fall 2018: Analyze salary variances to formalize plan of implementation.  
Spring 2019: 50% of goal reached.  
Spring 2020: 100% of goal reached.

## Year 2 Updates

### Spring 2019:

- Salaries for 2019-20 were compared to benchmark of 25% tile from Fall 2018 KICA salary survey. In total 42 out of the 58 full-time positions were available to compare based on job title. 22 are at or above the benchmark and 20 were below. Of the 20 below the benchmark, all the cabinet level position was included, and 10 were less than a 10% variance.

## Year 3 Updates

### Spring 2020:

- At the Board of Directors August 2019 retreat, they were presented with financials to bring all faculty wages to a competitive level. This would require \$60,000 in additional funding. To bring all employee salaries to competitive level would require an additional \$500,000 annually.

## Year 4 Updates

### Spring 2021:

Initiative 2.2: The College will focus on faculty and staff development.

Action Plan	Start Date	Completion Date	Cost	Responsibility	Performance Indicator
A. Provide annual training for all faculty and staff on cultural competence, sensitivity training, ethics, diversity, and/or team building.	Fall 2017	Spring 2022	\$4,000/year	Director of Counseling Center	AY17-18: 1 event <b>MET</b> AY18-19: 2 events AY19-20: 2 events AY20-21: 2 events

## Year 1 Updates

### Spring 2018:

- AY17-18 Three workshops were offered on Goal setting, Stress Relief, and Team Building.

## Year 2 Updates

### Spring 2019:

- Team Building Workshop-November 27, 2018
- Cultural Competency Training-Spring, 2019 Faculty Workshop
- Trauma-Informed Care-Jan./Feb. 2019

## Year 3 Updates

### Spring 2020:

- In fall 2019, Gretchen Meinhardt, Director of Success First, presented on Culture and Diversity in Civic Engagement.
- Our spring presentation was cancelled due to COVID-19.

## Year 4 Updates

### Spring 2021:

- June 8 & 9, 2021. DEI Professional Development: “Beyond the Buzzwords” Deep Dive into Today’s most important Diversity, Equity & Inclusion Conversations.
- July 15, 2021. “Hidden Disabilities” webinar provided by Paper Clip Communications

Initiative 2.2: The College will focus on faculty and staff development.

Action Plan	Start Date	Completion Date	Cost	Responsibility	Performance Indicator
B. Maintain personnel records of professional development participation for 90% of employees.	Fall 2018	Spring 2022	N/A	VP of Business Affairs	Fall,18: implement process for employees to report professional development to HR and tracking system within systems Fall,19-22 update, review and report on faculty and staff development

**Year 1 Updates:**

**Spring 2018:**

- Starting in FA18, all employees were required to submit documentation of professional development to the HR department.

**Year 2 Updates:**

**Spring 2019:**

- Fall,18: implement process for employees to report professional development to HR and tracking system within systems.
- Fall,19-22 update, review and report on faculty and staff development.

**Year 3 Updates:**

- In AY 19-20, all faculty received a \$750 professional development stipend. These funds are to be used for conferences, travel expenses related to conferences and professional activities which enhance teaching and learning.

**Year 4 Updates**

**Spring 2021:**

- During AY2020-2021, both full-time and adjunct faculty had the opportunity to take web-based Starlink professional development modules. These modules are diverse in content but focused on promoting student success. Module completion records are kept for each faculty and staff member.

Initiative 2.2: The College will focus on faculty and staff development.

Action Plan	Start Date	Completion Date	Cost	Responsibility	Performance Indicator
C. Develop Individual Development Plans (IDPs) for all faculty and staff.	Fall 2017	Spring 2018	N/A	VP of Business Affairs VP of Academic and Student Affairs	Handbook containing process and forms developed and implemented. <b>COMPLETED</b>

**Year 1 Updates:**

**Spring 2018:**

- Handbook and forms developed and implemented.
- The new process is being piloted in AY17-18.

**Year 2 Updates:**

**Spring 2019:**

- This initiative was completed in 2018.

**Year 3 Updates:**

- Each year faculty turn in their Individual Development Plans for professional development.
- The office of Academic Affairs reconciles faculty's IDP funds and email faculty their current funds amount for the new AY.

- **Year 4 Updates**

- Spring 2021:**

- MET 2021

Initiative 2.3: The College will develop and/or update policies and procedures.

Action Plan	Start Date	Completion Date	Cost	Responsibility	Performance Indicator
A. Develop a comprehensive institutional planning framework.	Fall 2019	Spring 2020	\$2,500	Director of Institutional Research Assessment Council	Framework developed and implemented.

### **Year 1 Updates:**

#### **Spring 2018:**

- Outline submitted for approval

### **Year 2 Updates:**

#### **Spring 2019:**

- Director of Institutional Research presented three outlines for a framework based on research from different schools of thought regarding what is included in the framework. These options are being reviewed by the President's Cabinet for consideration.

### **Year 3 Updates:**

- An ideology and outline were approved by the President's cabinet in early Spring 2020. The director of Institutional Research has brought this to the Institutional Review Board as a working project with the oversight of the committee so ensure that it follows the same principles and practices as other research guiding the College.
- Due to the COVID-19 outbreak, this project has been delayed and is anticipated to be completed by the Spring 2021.

### **Year 4 Updates**

#### **Spring 2021:**

- Framework delayed due to COVID and job changes

Initiative 2.3: The College will develop and/or update policies and procedures.

Action Plan	Start Date	Completion Date	Cost	Responsibility	Performance Indicator
B. Review and/or update all departmental and campus-wide policies and procedures.	Fall 2017	Spring 2020	\$1,000	Administrative Council	Annually review and update policies

**Year 1 Updates:**  
**Spring 2018:**

- The administrative council reviewed and updated the Administrative Process and Procedure Manual

**Year 2 Updates:**  
**Spring 2019:**

- Policies updated during 2018-19 in the areas of: Advancement  
Business Office  
Financial Aid

**Year 3 Updates:**

- Administrative Council meets monthly to develop and review College policy and procedures. Policies are created which are then communicated to community on a regular basis for full transparency.
- Policies approved in 19-20 include: Campus Posting Guidelines, Pass/No Pass Policy, Attendance Policy, Business Office Policies, Cost Principles for Federal Grants, Courses Not offered Regularly Policy, Green Policy, Social Media Policy.

**Year 4 Updates**

**Spring 2021:**

**Priority Three – Enrollment and Retention Goal**

Initiative 3.1: The College will increase FTE built on reputation as a welcoming community for diverse cultures.

Action Plan	Start Date	Completion Date	Cost	Responsibility	Performance Indicator
A. Expand recruiting populations.	Fall 2017	Spring 2022	\$10,000/year	Director of Admissions VP of Academic & Student Affairs	<ol style="list-style-type: none"> <li>1. Add 2 new HS annually.</li> <li>2. Attend 10 corporate education events. Adding one new event/year.</li> <li>3. Send 1 admissions counselor to the CUBE (College Connections Conference) each year.</li> <li>4. Each admissions counselor will develop 5 new contacts within assigned territories.</li> <li>5. Attend Catholic homeschool conference as a vendor, annually.</li> <li>6. Admissions counselors will attend Catholic College Fair Week.</li> <li>7. Admissions counselors attend 5 events annually with faculty support.</li> </ol>

**Year 1 Updates:**

**Spring 2018:**

- Missouri HS added in Fall 2017: Staley, Oak Park, Winnetonka, Grandview, Lee’s Summit, Truman, William Chrisman, Belton, and Horizons (alternative school).
- Attended corporate events at Garmin, UPS, KU Healthcare System, City of Leawood, City of Overland Park, Best of the Best, KCK.
- Amber Taylor attended the conference in October 2017.
- Developed new point of contacts with high school teachers and guidance counselors.
- Cicely Bledsoe attended the conference in June 2017.
- All Admissions Counselors participated in the week-long Catholic College Fair held at respective Catholic HS, October 2017.
- Admissions Counselors invited Gayle Lee, Ana Maradiaga, and Ana Valdez to recruiting events in Spring 2018.

**Year 2 Updates:**

**Spring 2019:**

- Kansas-Added Blue Valley North and Blue Valley Northwest HS and Lansing, KS. Missouri-Liberty HS.
- Attended Clinical Reference Laboratory, KCKPS, KU Med-Fairway, KCK, and Westwood, Harvesters, Nebraska Furniture Mart, Community America Credit Union, Garmin, City of Overland Park, City of Leawood.
- Amber Taylor, Admissions Counselor, attended CUBE August 31, 2018.
- Admission Counselors made contacts with counselors and teachers at new high schools added. Increased contacts at Sumner HS in KCKPS and KCMO districts.
- Conflict with Catholic Home school conference-did not attend.
- Admission counselors attended Catholic College Fair Week on September 11-13, 2018.
- MCC and KCKCC Transfer Fair had faculty support: Ana Valdez, Ana Maradiaga, Gayle Lee. Attended STEM Fair: Laura McKnight and Ana Maradiaga. Ana aldez attended Manual Career Tech Coding Event.
- Parent Information Night supported by Gretchen Meinhardt and Melissa Lenos.

## **Year 3 Updates:**

### **Spring, 2020:**

- Added 1 High School to our Territory List: Horizon's Academy.
- Corporate events attended:
  - KC Metro Expo Fair Sept. 16 b. UPS Lenexa Fair Sept. 25
  - UPS KCK Fair Sept. 26
  - Best of KCK Chamber Expo Oct. 8 e. Synchrony Financial Nov. 6
  - Public Service Career Expo Nov. 7 g. Centrinex Adult Ed Fair Nov. 7
  - HDF Bilingual Tour participant Dec. 12 i. KCCAP Fair- KU Med Feb. 17
  - 2020 Leadership Fair March 6
- Presented at CUBE. All of our counselors attended the event this past year.
- Counselor attended the Kansas City Catholic College Week

## **Year 4 Updates**

### **Spring 2021:**

- Add (2) two new high schools annually - Journey School of Choice; rebuilt relationship with Bishop Ward High School
- Attend ten (10) corporate education events, adding one (1) new event per year - Due to COVID restrictions, the organization we partner with for the majority of our corporate education events (Kansas City Consortium of Admissions Professionals/KCCAP) was unable to schedule any events. - We did add two new events this year: Eighth Street Baptist Church and KC Youth Conference (Catholic schools in the greater Kansas City area).
- Send one (1) admissions counselor to the CUBE (College Connections Conference) each year - Virtual Event on September 2, 2020
- Each admissions counselor will develop five (5) new contacts within their assigned territories - Once again, COVID greatly restricted this process. In addition, there has been considerable turnover in the Admissions Department. Beginning December 2020 to June 2021, the Admissions Team is completely new from the team who started the fiscal year in July 2020. They are tasked at this time with building relationships with the current high school counselors and contacts in their territories. Once the team is better established, there will be opportunity for expansion.
- Attend Catholic Homeschool conference as a vendor annually - Attended Virtually
- Admissions Counselors will attend Catholic College Fair Week - Attended Virtually
- Admissions Counselors will attend five (5) events annually with faculty support - Due to COVID restrictions, this did not occur.

Initiative 3.1: The College will increase FTE built on reputation as a welcoming community for diverse cultures.

Action Plan	Start Date	Completion Date	Cost	Responsibility	Performance Indicator
B. Create early enrollment incentives and events.	Fall 2017	Spring 2022	\$30,000/year	Director of Student Success	2 new incentives per academic year.

### **Year 1 Updates:**

#### **Spring 2018:**

- T-Shirt incentive for students that pre-enroll for Fall 2018.
- Tuition incentive for students that enroll in more than 12-credit hours. The first 12-credit hours are at regular rate; 13-15 credit hours are at half tuition rate and no fees.

### **Year 2 Updates:**

#### **Spring 2019:**

- Book vouchers were awarded to students (lottery) who enrolled early for the spring, 2019 semester.

### **Year 3 Updates:**

#### **Spring 2020**

- Continued tuition incentive for students that enroll in more than 12 credit hours.
- Students who enrolled by the end of finals week were entered into a drawing for VISA gift cards.

### **Year 4 Updates**

#### **Spring 2021:**

- Continued tuition incentive for students enrolled in more than 12 credit hours per semester.
- After assessing the enrollment of returning students, it was determined that incentives were no longer needed for returning students. Advisors set up meetings with all their students prior to summer break to ensure students were enrolled in the fall semester.

Initiative 3.1: The College will increase FTE built on reputation as a welcoming community for diverse cultures.

Action Plan	Start Date	Completion Date	Cost	Responsibility	Performance Indicator
C. Increase FTE to 500.	Fall 2017	Spring 2022	\$10,000/year	Director of Admissions Director of Student Success	<ol style="list-style-type: none"> <li>1. Each counselor will attend a minimum of 20 high school visits per semester (total of 200 high school visits).</li> <li>2. Each counselor will attend a minimum of 5 college fairs (total of 25 college fairs).</li> <li>3. Director of Admissions will attend 10 corporate recruitment events each year.</li> <li>4. Each counselor will make 10 recruitment phone calls, texts, or emails (to parents or students) per day (250 calls per week).</li> <li>5. Donnelly College will host at least 10 high school group visits per year.</li> </ol>

**Year 1 Updates:**

**Spring 2018:**

- Admissions Counselors made an average of 22.5 visits per semester. This will increase to 25 visits per semester in Fall 2018.
- Attended MCC Transfer Fair, KC Scholars, East/Northeast College Fair, and Junior Achievement.
- Director of Admissions attended 6 corporate events.
- Admissions Counselors used Donnelly College-owned cell phones to text students, call and send e- mails daily.
- Fairfax, JC Harmon, Alta Vista, and Olathe Schools visited Donnelly College. For Fall 2018, high school visits will be scheduled over the summer, so that students may meet the March 1 scholarship deadline.

**Year 2 Updates:**

**Spring 2019:**

- Admissions Counselors attended 25 HS visits in fall, 2018.
- Each counselor attended KC Scholars, KCKPS Senior Fair, Turner HS, Shawnee Mission HS and KCMO at UMKC.
- Estevan Ortiz, Director of Admissions attended 10 corporate recruitment events in 2018 through KCCAP: Garmin, KUMED, Harvesters, Nebraska Furniture Mart, City of Overland Park, City of Lenexa, KCKPS, BPU and Community America Credit Union.
- Each counselor has their own Donnelly cell phone and makes texts, calls and sends emails to students daily.
- Donnelly College hosted the following high school groups: Bishop Ward HS with HDF, Turner HS, J.C. Harmon HS, St. James High School, Cornerstones of Care, Carthage, MO HS, Olathe School District, F.L. Schlagle HS and Wyandotte, HS and Alta Vista HS.

## **Year 3 Updates:**

### **Spring, 2020**

- Admissions Counselors attended 89 HS visits in fall, 2019
- Admissions Counselors attended 27 College Fairs
- Both Director of Admissions and Admissions Counselor attended 7 Corporate Fairs in Fall, 2019.
- Each counselor has their own Donnelly cell phone and makes texts, calls and sends emails to students daily. While this data cannot be tracked for enrollment trends, the office of the EMO has purchased a data software package for texting and phone call tracking purposes, called Cadence by Mongoose Research.
- Donnelly College hosted the following high school groups: Olathe North, Turner HS, J.C. Harmon HS, Cristo Rey, Prep KC, Sumner HS, Horizons, HDF Bilingual Tour, and Alta Vista HS.

## **Year 4 Updates**

### **Spring 2021:**

- With three (3) counselors x two (2) semesters per year, realistically that is 120 high school visits - During COVID restrictions, both Kansas City Missouri and Kansas City Kansas Public School Districts experienced a 50%+ truancy rate. This provided quite the challenge to the Admissions Team. Considering those facts, the team still conducted 114 high school events for fiscal year 20-21. (See attached Event Schedule)
- Each counselor will attend a minimum of five (5) college fairs (total of 25 college fairs) - The team conducted ten (10) said events - All but one (1) was virtual
- Director of Admissions will attend ten (10) corporate recruitment events each year - Again, due to COVID restrictions, this was difficult to complete and the director is looking forward to those opportunities for 21-22. Here are the events the director did attend:
- Rebuilt a positive relationship with Bishop Ward High School - brought five (5) students on campus Spring 2021 semester for the College Credit Now Program. These numbers are set to increase for Spring 2022.
- MOU with Ottawa University - from inception through signing.
- Building a working relationship with Latinx
- Participated in a COVID conference with KLC
- Met with Kansas City Kansas Community College to promote successful implementation of the MOU
- Asked by NEPRIS to be a community mentor - spoke to 4th graders in the Hickman Mills School District on "The Importance of Goal Setting"
- Met with Metropolitan Community College to promote successful implementation of the MOU
- Organized and conducted three (3) Hispanic Development Fund events on campus with Guadalupe Centers and East High School
- Organized and conducted a community ACT Prep test in conjunction with Open Future
- Each counselor will make ten (10) recruitment phone calls, texts, or emails (to parents or students per day (250 calls per week) With the addition of the Mongoose/Cadence system), the Cadence related texts and emails could be traced. At 210 per week x

- 52 weeks, the expectation is 10,920. The Cadence numbers indicate 7,723 texts
- and/or emails for fiscal year 20-21. This number does not include other phone calls
- (Incoming and outgoing) or emails that are not tied to Cadence which are not able to
- be tracked.
- Donnelly College will host at least ten (10) high school group visits per year - Virtually
- the team conducted four (4) Virtual Information Sessions where all high schools were
- invited, two (2) FAFSA Information Nights where all high schools were invited, plus
- three (3) on campus tours and one (1) virtual tour.

Initiative 3.1: The College will increase FTE built on reputation as a welcoming community for diverse cultures.

Action Plan	Start Date	Completion Date	Cost	Responsibility	Performance Indicator
D. Maintain student to faculty ratio of 15:1.	Fall 2017	Spring 2022	\$15,000/year	VP of Academic and Student Affairs	Student to faculty ratio annually not greater than 15:1.

### **Year 1 Updates:**

#### **Spring 2018:**

- The Student/Faculty ratio for AY 17-18 was 10:1

### **Year 2 Updates:**

#### **Spring 2019:**

- The Student/Faculty ratio for AY 18-19 was 11:1

### **Year 3 Updates:**

#### **Spring 2020**

- For the fall enrollment IPEDS report, our current student to faculty ratio is 11:1 which is below the projected 15:1. Donnelly College strives to align the mission with providing personalized instruction to our students to maximize the learning experience.

### **Year 4 Updates**

#### **Spring 2021:**

- For the fall enrollment IPEDS report, our current student to faculty ratio is 10:1

Initiative 3.1: The College will increase FTE built on reputation as a welcoming community for diverse cultures.

Action Plan	Start Date	Completion Date	Cost	Responsibility	Performance Indicator
E. Develop and annually review a recruitment plan.	Fall 2017	Spring 2022	N/A	Director of Admissions VP of Academic and Student Affairs	Plan developed. Annually reviewed (Fall). Annually updated (Spring).

## Year 1 Updates:

### Spring 2018:

- Plan developed and implemented.
- Recruitment Team met with the Interim AVPASA in April 2018 to review strategies and goals to update the plan.

## Year 2 Updates:

### Spring 2019:

- Recruitment Plan was updated in March 2019.

## Year 3 Updates:

### Spring 2020

- With the help of our new Enrollment Management Office a Recruitment Plan was developed.

## Year 4 Updates

### Spring 2021:

- This is a living recruitment plan that is updated as needed. For 2021-2022, the Director is implementing a focus on the parents of high school students. The Inquiry Card has been updated to be more useful to the recruitment process and include parent information. (attached). The Director has also developed two “slicks” to be
- shared with parents: A Smart Choice for Families - Local/Affordable/Diverse/Catholic and A Smart Choice for Families Checklist (both attached) to supplement the campaign. The website was updated with a Spanish version of the Admissions page. The Acceptance Letter was updated to include one side in English and the other side in Spanish. (Attached) The Director also created: Success Starts Here - Transfer Guide to Donnelly College to aid counselors in recruitment at community college fairs. The website was also reorganized to have two links - one for students wishing to transfer into Donnelly College and the other for those wanting to transfer to other schools once they have their associates degree from Donnelly College. Prior there was only a link showing students how to leave Donnelly, not come to Donnelly. Finally, the director also created two marketing pieces - a Donnelly Dragon outreach postcard with Donnelly stickers and a “Good News Inside” envelope. All of these were created to promote Donnelly College and enhance the established Recruitment Plan.

Initiative 3.1: The College will increase FTE built on reputation as a welcoming community for diverse cultures.

Action Plan	Start Date	Completion Date	Cost	Responsibility	Performance Indicator
F. Add a second PN cohort.	Fall 2018	Spring 2021	\$12,000	Director of Nursing	Second PN cohort approval received by Fall 2019. Second started by Fall 2020.

### **Year 1 Updates:**

#### **Spring 2018:**

- Director of Nursing preparing documentation to the Kansas Board of Nursing.
- Donnelly's PN Program received re-accreditation from the Kansas Board of Nursing in June 2018, following a site visit in April 2018.

### **Year 2 Updates:**

#### **Spring 2019:**

- Second PN cohort approval received by Fall 2019. Second started by Fall 2020.
- The second cohort of PN students was approved by the KSBN.

### **Year 3 Updates:**

#### **Spring 2020**

- Due to the COVID-19 crisis, all KSBN Board meetings were cancelled. We won't be able to go to the board to ask for the second cohort until September of 20, 2020.
- That second cohort, if approved, would start in Spring of 2021.

### **Year 4 Updates**

#### **Spring 2021:**

- A second PN cohort was requested in the Spring of 2021 and approved by KSBN (delay due to COVID shut down). Daytime PN cohort starts with nursing classes to begin Fall 2021. (Attachment of approval from KS State Board of Nursing

Initiative 3.1: The College will increase FTE built on reputation as a welcoming community for diverse cultures.

Action Plan	Start Date	Completion Date	Cost	Responsibility	Performance Indicator
G. Increase course offerings at Lansing Correctional Facility leading to an AAS with concentration in Business.	Fall 2017	Spring 2019	\$12,000	Academic Chairperson, Business & Technology Coordinator, Lansing Correctional Facility	Curriculum and course rotation developed and implemented.

### Year 1 Updates:

#### Spring 2018:

- Due to the redirection of focus on the HLC directives, the AAS courses have not been identified to date. With the completion of deliverables for HLC and the subsequent visit the planning for this initiative will begin in AY 18-19.

### Year 2 Updates:

#### Spring 2019:

- Susan Lechliter, Coordinator, is working with Richard Wallace, Director of Baccalaureate Programs, to evaluate the rotation of courses offered in the AAS Business degree program.

### Year 3 Updates:

- Our course offerings and Associate degree Program at Lansing received an enormous honor in spring 2020 when we were chosen to receive the PELL ESI grant. This grant awards Pell grants to incarcerated students so that they may start or complete their college education. The Experimental Sites Initiative will allow our Lansing students to take 12 CR HRS if they are full Pell eligible. We will expand this program to include the Associate of Arts degree as well.

### Year 4 Updates

#### Spring 2021:

- Associate degrees at Lansing CF are offered for both Pell and non-Pell eligible students.

Initiative 3.1: The College will increase FTE built on reputation as a welcoming community for diverse cultures.

Action Plan	Start Date	Completion Date	Cost	Responsibility	Performance Indicator
H. Receive approval and start an Associate Degree of Nursing (ADN/RN).	Fall 2017	Spring 2018	N/A	Director of Nursing	Program approval by Fall 2017. First cohort started in Spring 2018. <b>COMPLETED</b>

**Year 1 Updates:**

**Spring 2018:**

- Program approved by the Kansas Board on Nursing (KSBN) on 12/13/16.
- KSBN approved the first cohort to a maximum of 15 students.
- Some adjustments to the curriculum had to be made and was completed during Spring and Fall of 2017.
- First cohort started in Spring 2018 with 15 students.

**Year 2 Updates:**

**Spring 2019:**

- The 8/16 site visit by KSBN approved the ADN program to admit 15 students per year with a follow-up site visit to occur after the first graduation.

**Year 3**

**Updates:**

- KSBN approved the program in December of 2016, The first Cohort was -from Jan 18-May 19 and second cohort was 1/19-5/20. We are on conditional approval as of 5/20 and have asked for a change in the starting semester to be August 2020 while changes were made to the RN program to correct low NCLEX scores and formulate missing protocols and items for KSBN. Pending Board approval in September 2020, the LPN program has been recommended for the next five years and the ADN for a January 2021 start date.

**MET**

Initiative 3.1: The College will increase FTE built on reputation as a welcoming community for diverse cultures.

Action Plan	Start Date	Completion Date	Cost	Responsibility	Performance Indicator
I. Expand CCN program.	Fall 2018	Spring 2019	\$5,000	VP of Academic and Student Affairs	5% increase in enrollment each academic year.

**Year 1 Updates:**

**Spring 2018:**

- In Progress

**Year 2 Updates:****Spring 2019:**

- Working with USD500 on career pathways for students in high school. Tara Lindhal, JC Harmon HS is the lead coordinator for Business and IT CCN pathways and CNA pathways. Meetings started in fall, 18-present.

**Year 3 Updates:**

- In Fall 2019 several CCN students migrated to a neighboring College Credit Now program as they were offering adjuncts on HS campuses. The CCN handbook has been updated and this will be a focus for the Coordinator of ASA.

**Year 4 Updates**

MET

Initiative 3.1: The College will increase FTE built on reputation as a welcoming community for diverse cultures.

Action Plan	Start Date	Completion Date	Cost	Responsibility	Performance Indicator
J. Redesign and expand institutional scholarship and aid programs.	Fall 2017	Spring 2020	\$500,000	VP of Business Affairs VP for Advancement Director of Financial Aid	Annual review of endowed scholarships and plan annual need. Seek new scholarship opportunities.

### **Year 1 Updates:**

#### **Spring 2018:**

- Reviewed current scholarship offerings and revised publications of scholarship information.

### **Year 2 Updates:**

#### **Spring 2019:**

- Replaced ending CAMP grant scholarship with MAP institutional scholarship for Migrant students.

### **Year 3 Updates:**

- Redesigned student scholarship page on website and created handouts to represent the new scholarship offerings and guaranteed merit program.

### **Year 4 Updates**

#### **Spring 2021:**

Initiative 3.2: The College will maintain or increase retention of students to match or exceed the national standard for two-year colleges.

Action Plan	Start Date	Completion Date	Cost	Responsibility	Performance Indicator
A. Train and enforce mandatory attendance policy.	Fall 2017	Spring 2018	N/A	VP of Academic and Student Affairs	100% of courses have at least 75% of current attendance recorded.

### **Year 1 Updates:**

#### **Spring 2018:**

- 100% of courses have at least 75% of current attendance recorded.

### **Year 2 Updates:**

#### **Spring 2019:**

- Attendance increased to 85% for fall, 18 courses.

### **Year 3 Updates**

#### **Spring 2020:**

- Only 84% of classes had 85% or more of their attendance recorded.

### **Year 4 Updates**

#### **Spring 2021:**

- 97% of classes had 75% or more of their attendance recorded,

Initiative 3.2: The College will maintain or increase retention of students to match or exceed the national standard for two-year colleges.

Action Plan	Start Date	Completion Date	Cost	Responsibility	Performance Indicator
B. Formalize and annually review an Enrollment Management Plan.	Fall 2017	Spring 2022	N/A	Director of Student Success	Plan developed by Fall 2017. Plan reviewed and updated every spring (ending Spring 2022).

### **Year 1 Updates:**

#### **Spring 2018:**

- Plan developed and in implementation.

### **Year 2 Updates:**

#### **Spring 2019:**

- Enrollment Management Plan was updated in March 2019. Increased retention rate to 64%.

### **Year 3 Updates:**

- Director of Student Affairs and Enrollment Management Officer met to review the Enrollment Management Plan. Upon review, we decided to create two documents, a Recruitment Plan and a Retention Plan. By separating the document, we were better able to focus on the distinct aspects of each plan and assess their interdependence.

### **Year 4 Updates**

#### **Spring 2021:**

- Last year, the Enrollment Management Plan was divided into two plans: a Recruitment Plan and a Retention Plan. Each plan was reviewed and updated at the end of the Spring semester.

Initiative 3.2: The College will maintain or increase retention of students to match or exceed the national standard for two-year colleges.

Action Plan	Start Date	Completion Date	Cost	Responsibility	Performance Indicator
C. Train faculty and staff on policy and procedures of the early alert system.	Spring 2018	Spring 2022	\$1,000/year	Director of Student Success	Information sessions delivered twice/year (Fall and Spring College-wide workshops).

### **Year 1 Updates:**

#### **Spring 2018:**

- Information sessions delivered twice/year (Fall and Spring College-wide workshops.)

### **Year 2 Updates:**

#### **Spring 2019:**

- Early alert workshop offered bi-annually for all staff.

### **Year 3 Updates:**

- Director of Student Affairs and Enrollment Management Officer met to review the Enrollment Management Plan. Upon review, we decided to create two documents, a Recruitment Plan and a Retention Plan. By separating the document, we were better able to focus on the distinct aspects of each plan and assess their interdependence.

### **Year 4 Updates**

#### **Spring 2021:**

- The Early Alert System has been changed to Academic Alert.
- Faculty and Staff were trained in utilizing the system at Fall and Spring workshops.
- The advising team met to develop a plan to better close the loop on follow-ups. Advisors will inform the faculty or staff member regarding follow-up information.
- LAS Faculty received at the beginning of Fall 2020 and Spring 2021 an email reminding and explaining them the use of Early Alert (and the link to submit a report).

Initiative 3.2: The College will maintain or increase retention of students to match or exceed the national standard for two-year colleges.

Action Plan	Start Date	Completion Date	Cost	Responsibility	Performance Indicator
D. Train faculty and staff on best practices for retention.	Spring 2018	Spring 2022	\$1,500/year	Director of Student Success	Information session delivered once a year during the Fall semester.

### **Year 1 Updates:**

#### **Spring 2018:**

- Information session planned for Fall, 2018 implementation at a community meeting.

### **Year 2 Updates:**

#### **Spring 2019:**

- Presented "TIME is the enemy" to faculty and staff in spring, 2019. Presentation on increased retention of students. Presented by Advisor, Megan Jordan.

### **Year 3 Updates:**

#### **Spring 2020**

- Student Support Services department presented at the community meeting in Fall '19 highlighting how each area provides student support, with an emphasis on integrating faculty in the classroom.

### **Year 4 Updates**

#### **Spring 2021:**

- Student Support Services presented at the Fall and Spring faculty/staff workshops.
- Per SEM recommendations, LAS faculty were encouraged to reach out to their students the week before classes started to encourage them to start strong and be ready to hit the ground running.

Initiative 3.3: The College will increase persistence among students.

Action Item	Start Date	Completion Date	Cost	Responsibility	Performance Indicator
A. Continue and improve proactive advising.	Fall 2017	Spring 2022	\$10,000	Director of Student Services	Implement proactive advising strategies.

### **Year 1 Updates:**

#### **Spring 2018:**

- Academic Advisors members of Kansas Academic Advising Network (KAAN).
- Attendance at regional/national conferences for the Global Community for Academic Advising conferences.
- Implementation of proactive advising strategies (reaching out to the student before an early alert is posted).

### **Year 2 Updates:**

#### **Spring 2019:**

- Implement proactive advising strategies.

### **Year 3 Updates:**

#### **Spring 2020**

- Emphasize completion of student success plans identifying goals and strategies.

### **Year 4 Updates**

#### **Spring 2021:**

- Advisors updated Student Success Plans for new and returning students.
- The advising team implemented a new texting service, Cadence, to connect with students more effectively.

Initiative 3.3: The College will increase persistence among students.

Action Item	Start Date	Completion Date	Cost	Responsibility	Performance Indicator
B. Establish "Fifteen-to-Finish" incentives.	Fall 2018	Spring 2019	\$10,000	Director of Student Services	Incentives offered

### **Year 1 Updates:**

#### **Spring 2018:**

- For AY 18-19, students enrolled in more than 12-credit hours will be charged half-tuition for the hours over 12.

### **Year 2 Updates:**

#### **Spring 2019:**

- For AY 19-20 students enrolled in more than 12-credit hours will be charged half tuition for the hours over 12.

### **Year 3 Updates:**

#### **Spring 2020**

- There were no changes to the existing incentive; advertise more broadly to increase student awareness.

### **Year 4 Updates**

#### **Spring 2021:**

- There were no changes to the existing incentive; advisors and admissions counselors continue to make sure students are aware of this incentive.

Initiative 3.3: The College will increase persistence among students.

Action Item	Start Date	Completion Date	Cost	Responsibility	Performance Indicator
C. Grow transfer pathways.	Fall 2017	Spring 2022	\$5,000	VP of Academic and Student Affairs	1 new transfer pathway per year.

### **Year 1 Updates:**

#### **Spring 2018:**

- Transfer agreements established with: Emporia State University  
Metropolitan Community College

### **Year 2 Updates:**

#### **Spring 2019:**

- Signed transfer pathway with University of St. Mary in May 2019.

### **Year 3 Updates:**

- This year, Donnelly signed articulation agreements with Kansas City Kansas Community College and the University of St. Mary. Both agreements form a pathway for incoming bachelor's degree students and graduating Associate degree students.

### **Year 4 Updates**

#### **Spring 2021:**

- This year, Donnelly signed articulation agreements with both Ottawa University and Metropolitan Community College. The Ottawa agreement allows for a pathway between Donnelly's AA program into Ottawa's BA program, and the MCCC allows for a pathway between MCCC'S AA program into Donnelly's BA/BS program.

Initiative 3.3: The College will increase persistence among students.

Action Item	Start Date	Completion Date	Cost	Responsibility	Performance Indicator
D. Connect students early with career opportunities in their field of interest.	Fall 2017	Spring 2022	\$10,000	Director of Student Success VP of Academic & Student Affairs	Provide three student events per semester for career interest.

## Year 1 Updates:

### Spring 2018:

- Mock Interviews held in Fall, 2018 and Spring, 2018
- Career Fair held in April 2018.
- Students completed Career Cruising in CCS 101 course.
- Success Navigator completed at Orientation sessions.
- Students complete individual Success Plans to target strengths and weaknesses.

## Year 2 Updates:

### Spring 2019:

- Held Mock Interviews, the annual Career Fair in Spring, 2019.
- Students completed Individual Success Plans in Advising to target strengths and weaknesses.
- Students completed Career Cruising in CCS101 course.

## Year 3 Updates:

### Spring 2020

- Continued practices from Years 1&2 (Mock Interviews, Individual Success Plans, and Career Cruising).
- The Associate Director of Academic Support worked quickly to move Career Day virtual due to Covid-19.
- A virtual career day was held on May 14, 2020, in response to the COVID-19 crisis.

## Year 4 Updates

### Spring 2021:

- Career Services continued to provide resume workshops, mock interviews, career fair, and individual appointments for students.
- Career awareness was more visible in the curriculum of the First Year Experience course.

Initiative 3.3: The College will increase persistence among students.

Action Item	Start Date	Completion Date	Cost	Responsibility	Performance Indicator
E. Improve completion rates.	Fall 2017	Spring 2022	\$5,000	Director of Student Success VP of Academic & Student Affairs	2% completion rate increase per year (IPEDS).

### **Year 1 Updates:**

#### **Spring 2018:**

- Analyzing data. The 9% increase is based on the 2009 full-time, first time freshman.

### **Year 2 Updates:**

#### **Spring 2019:**

- Analyzing data from IPEDS. The **19%** is an increase from the previous rate of 9%.

### **Year 3 Updates:**

#### **Spring 2020**

- According to the reported 2019-2020 IPEDS data, our persistence to graduation rate has dropped from 19% to 17%.

### **Year 4 Updates**

#### **Spring 2021:**

- No change in the persistence to graduation rate (13%)
- We have been accepted into the HLC Student Success Academy to improve our rates.

Initiative 3.4: The College will maintain, cultivate, and grow external relationships.

Action Plan	Start Date	Completion Date	Cost	Responsibility	Performance Indicator
A. Host high school counselors to broaden student recruitment.	Fall 2017	Spring 2022	\$25,000	VP of Academic and Student Affairs Director of Admissions	Host one lunch meeting in the Fall semester.

**Year 1 Updates:**

**Spring 2018:**

- HS Counselors Luncheon was held in Fall 2017, at this luncheon each Counselor was awarded a scholarship to bring back to their school.
- DC Admissions Counselors will select a date for Fall 2018. “Save the date” cards will be sent to HS Counselors in Summer 2018.

**Year 2 Updates:**

**Spring 2019:**

- High School Counselor luncheon was held on October 3, 2018 at the Event Center. High School Counselors from feeder schools were invited to attend.

**Year 3 Updates**

- A high school Counselor luncheon was held in January 2020. In the spring, Donnelly swag baskets were prepared for each HS Counselor. Due to the COVID-19 crisis the delivery of these baskets has been delayed.

**Year 4 Updates**

**Spring 2021:**

- Due to COVID-19, there was limited contact (emails/phone calls only) with high school counselors.

Initiative 3.4 The College will maintain, cultivate, and grow external relationships.

Action Plan	Start Date	Completion Date	Cost	Responsibility	Performance Indicator
B. Foster community, church and business leaders to provide internships, service-learning projects	Fall 2018	Spring 2022	\$1000/year	Academic Program Directors	AY 18-19 3 Projects AY19-20 3 Projects AY20-21-4 Projects AY21-22-5 Projects

**Year 1 Updates**

**Spring 2018:**

1. HS Counselors Luncheon was held in Fall 2017. At this luncheon, each Counselor was awarded a scholarship for a student at their respective high schools.
2. Career Services has formed partnerships with Community leaders to form internship opportunities.

**Year 2 Updates**

**Spring 2019:**

1. Relationship with Unbound cultivated to include civic engagement projects from CCS097, CCS040 and EN111 in Spring 2019.
2. Relationship with University of St. Mary cultivated to expand transfer pathways.
3. Relationship with American Public Square Talks to collaborate on Common Read author event in fall 2019.

**Year 3 Updates**

**Spring 2020:**

1. On November 25, 2019 a Pastor's breakfast was held for all area faith Pastors. At the breakfast, each Pastor was presented with an opportunity to award one of their parishioners with a Donnelly scholarship.
2. Our initial steps of partnering with local EPA branch has resulted in a pending MOA. They have provided internship opportunities for our students in the STEM fields.
3. The students in the Success First program were able to answer sponsor letters for the Unbound Organization. The students increased their written communication while providing a civic service to this organization.

**Year 4 Updates**

**Spring 2021:**

- August 2020 Paula Console-Soican worked with El Centro to formalize the Job Training Program that they started two years before under the tutelage of Richard Mabion, and which concluded with the EPA grant received by El Centro and their partners in 2019. For more, see here <https://www.epa.gov/newsreleases/mayors-kck-and-kcmo-announce-job-training-initiatives-epa> The start of the program was delayed due to COVID restrictions.
- On September 21, 2020, Donnelly College and EPA Region 7 signed an MOU.
- Paula Console-Soican, English professor and a student team submitted a demonstration project proposal “A Garden for Everyone” for the 2020 EPA Campus RainWorks Challenge, a green infrastructure design challenge for Colleges and Universities.
- Spring 2021 LAS faculty have fostered relationships with the Sierra Club through Richard Mabion, with the Marais des Cygnes National Wildlife Refuge Visitor Services Manager to coordinate service-learning visits for the Environmental Science course and met with J.C. Harmon High School Science Educator, David Bennett, to study the possibility on collaborating in a Compost and Food Waste Reduction project.
- The Donnelly College ADN and PN nursing classes worked with the Unified Government on the COVID-19 Vaccination of Wyandotte County by taking all weekends in May and June and giving vaccinations at the Armory location in Wyandotte County. (Attachment of acknowledgement from Wyandotte County COVID-19 Vaccine Operations Director). The nursing classes also held vaccination clinics at Donnelly College as well during the week for students, faculty and their families

Initiative 3.4 The College will maintain, cultivate, and grow external relationships.

Action Plan	Start Date	Completion Date	Cost	Responsibility	Performance Indicator
C, Develop alumni and donors for institutional support.	Fall 2018	Spring 2022	\$10,000/year	VP for Advancement	Revise and execute Stewardship Plan

**Year 1 Updates:**

**Spring 2018:**

- No update

**Year 2 Updates:**

**Spring 2019:**

- Engaged Gonser Gerber during the 2018-19 to assist in preparation of long-term fundraising plan.

**Year 3 Updates:**

- Several projects were completed in Year 3, 2019-2020 to develop alumni, donors to grow institutional support. Donnelly completed the first year of 3-year consulting contract (which began May 2019) with Gonser Gerber to grow the overall advancement program, and the projects below all benefitted from that guidance. (In addition to working with the Advancement Office, the board and the president, Gonser Gerber is also providing other higher ed consulting to Donnelly across many areas, although primarily Advancement and Admissions.)
- **Re-designed direct mail annual strategy** this year, which quadrupled the size of our annual mailed Holiday appeal and committed to an annual Spring appeal of the same segments. The mailing list now includes all individual donors who had not yet given this fiscal year and segmenting those into five donor categories, each with a customized message in the appeal. The re-designed strategy calls for three mailings each year to these same segments: SHINE appeal in Aug/Sept, Holiday Appeal in Dec, Spring Appeal in May. (Cost increased by ~\$5,000/ mailing or \$10,000 total.) The Holiday Appeal Thank you letter was separately designed to reflect additional stewardship touch and continue alumni feature from the appeal letter. *See evidence for segments, letter samples and appeal performance summary.*
- **Created a new event to engage alumni and donors, as well as current students/future alumni: 1Day4Donnelly.** Held for the first time on March 4, 2020, the new event raised \$23,470, from 52 donors, 21% who were first-time donors and 46% were lapsed donors. In addition, faculty and staff volunteered to call alumni, A poster highlighting philanthropy impact was displayed (and kept out through the remaining semester), 107 students participated in thanking donors throughout the day, and there were 2,600 Facebook/social media engagements and views. The event was successful and has been integrated into Advancement’s Annual Fundraising plan to be always held on the first Wednesday of March, scheduled next for March 3, 2021. There is a standing 1Day4Donnelly page on Donnelly’s website highlighting 2020 photos and with a countdown clock to the 2021 event. *See evidence for the Performance Summary and event materials.*
- **Exceeded Annual Fund goal** - Our Annual Fund goal for FY2019-20 was \$1,425,920. Advancement

exceeded that goal by 10%, securing \$1,572,675. \$146,755 above the goal. An additional \$135,300 was secured for new unbudgeted 19-20 institutional projects.

- In the midst of the Covid-19 pandemic, the Advancement division also helped to secure several CARES Act federal grants to meet expenses related to adapting operations in response to the pandemic. As of June 30, 2020, three grants totaling \$313,515 were secured, a fourth application (totaling \$186,000) was still pending, and a fifth application (totaling almost \$190,000) was under preparation to be submitted in July 2020. Two private grants totaling \$65,000 were also secured by June 30.
- **Prospect Management Improved** – Constituent database was restructured to code, track and report prospects’ status and prospect classification. A new manual was created to train staff and ensure consistent database tracking/reporting of major donor and Annual Fund Leadership donor prospects and their cultivation status. Weekly Fundraising team meetings with the VP of Advancement, Constituent Database Analyst, Annual Fund coordinator and Major Gifts Officer were held to train staff on data entry and monitor prospect moves management. *See evidence for Prospect Management Plan and the June 30, 2020 Major Gift Prospect report.*
- **Stewardship Plan revisions** were begun in 2019-20 and will be completed in 2020-21. The expanded plan aims to address a unique stewardship strategy for every type of donor to the College, including annual fund, annual fund leader, major, capital, endowed and planned gift donors). The Annual Fund Leader stewardship strategy was outlined by December 2019, resulting in the new Jerome Society. New member recruitment began by the Annual Fund Officer in January 2020 and branding/collateral materials (including its own page on Donnelly’s website) were completed by March 2020. The Inaugural Jerome Society Member Newsletter was in development in June 2020 and is scheduled to be mailed to members in Aug 2020. *See evidence for the Jerome Society brochure and promotion in the Summer 2020 Donnelly Digest.*
- **Board Retreat** – The board held its first retreat in nearly 10 years in August 2019. The focus was strategic planning to increase institutional stability, as well as a discussion philanthropy’s role in achieving goals and the board’s role in philanthropy. *See evidence for agenda, minutes, presentation, and post-retreat evaluation.*
- **Improved Donor Retention** – In combination with the above activities, Advancement is also beginning to more closely monitor donor retention. Using a free, formatted “Fundraising Fitness Test” made available by The Fundraising Effectiveness Project website, which is a collaborative project of the Association of Fundraising Professions Foundation for Philanthropy. ([www.afpfep.org/tools](http://www.afpfep.org/tools)). Donnelly’s reports comparing FY 2018 vs FY 2019, and FY 2019 vs FY2020 are attached. Overall donor retention increased from 45% to 50%. Repeat donor retention increased from 53% to 66%.

## Year 4 Updates

### Spring 2021:

**Priority Three – Enrollment and Retention Goal**

Initiative 3.4: The College will maintain, cultivate, and grow external relationships.

Action Plan	Start Date	Completion Date	Cost	Responsibility	Performance Indicator
D. Invest in marketing campaign.	Fall 2018	Spring 2022	\$500,000	VP for Advancement Director of Marketing	Approve funding. <b>MET</b> Define 3-yr campaign plan. <b>MET</b> Refine and Execute plan annually FY 17-18 <b>-MET</b>

Updates (Spring 2019, Spring 2020, Spring 2021, Spring 2022):

**Year 1 Updates:**

**Spring 2018:**

- December 2017, the Board of Directors approved a Transformations Capital Campaign budget of up to \$1 million, of which \$500,000 was specified for a marketing campaign. A line of credit was secured to finance the investments.
- In Spring 2018, The Director of Marketing completed three-year planning for the additional marketing campaign resources.
- In April 2018, with Year 1 expenditures to begin May-July 2018.

**Year 2 Updates:**

**Spring 2019:**

- Marketing expenses \$163,675 spent in 2018-19 and drawn from Capital Campaign loan.

**Year 3 Updates:**

- Advertising and marketing campaign through digital, billboards and limited print opportunities.
- In early 2020, Marketing engaged a new freelance digital advertising specialist to help us better target and track ads.
- Concerns raised to VP of Advancement, President, Cabinet, Development Committee, Board of Directors.

**Year 4 Updates**

**Spring 2021:**

**Priority Four – Finance and Facilities Improvement**

Initiative 4.1: The College will complete Campus Master Plan.

Action Plan	Start Date	Completion Date	Cost	Responsibility	Performance Indicator
A. Complete Marian Hall renovations.	Summer 2017	Fall 2017	\$2,000,000	VP of Business Affairs	Renovations completed and space available for use.

**Year 1 Updates:**

**Spring 2018:**

- Renovations completed and Marian Hall is being used by Nursing, Gateway to College, and General Education courses. New faculty and staff offices.
- Completed without the need to acquire additional debt.
- Grand opening held on January 25, 2018.

**Year 2 Updates:**

**Spring 2019:**

- Completed window replacement project in Marian Hall in September 2018 at total cost of \$373,713.

**Year 3 Updates:**

- Roof was replaced in 2020.

**Year 4 Updates**

**Spring 2021:**

Initiative 4.1: The College will complete Campus Master Plan.

Action Plan	Start Date	Completion Date	Cost	Responsibility	Performance Indicator
B. Payoff existing debt.	Fall 2017	Spring 2022	\$600,000	VP of Business Affairs	Reduction of debt each year.

**Year 1 Updates:**

**Spring 2018:**

- Loan on Donnelly College Event Center (which opened in April 2013) was paid off.
- Marian Hall renovations completed with no additional debt.

**Year 2 Updates:**

**Spring 2019:**

- No debt was paid off in 2018-19

**Year 3 Updates:**

- The college continues to make monthly payments on two loans from the Archdiocese; one for capital campaign expenses and the other for new elevators in the Tower Building. As of June 30, 2020, the combination of these debts was \$555,051.

**Year 4 Updates**

**Spring 2021:**

Initiative 4.1: The College will complete Campus Master Plan.

Action Plan	Start Date	Completion Date	Cost	Responsibility	Performance Indicator
C. Expand fundraising plan and expenses to complete capital campaign.	Fall 2017	Fall 2019	\$500,000	VP for Advancement	Approve funding. MET Define 3-yr campaign plan. MET Refine and Execute plan annually FY 17-18 -MET

## Year 1 Updates

### Spring 2018:

- In December 2017, the Board of Directors approved a Transformations Capital Campaign budget of up to \$1 million, of which \$500,000 was specified for fundraising expenses. A line of credit was secured to finance the investments.
- Two new members were added to the Advancement Team in March 2018, an Advancement Officer and an Advancement Associate.
- Revisions to Campaign Fundraising Plan were made and are ongoing, as a new Campaign Chair was named in late June.
- Leadership gift fundraising was active in Spring 2018, with \$12.6 million in requests completed

## Year 2 Updates

### Spring 2019:

- Total amount spent on campaign expenses in 2018-19 was \$179,209 and proceeds were drawn down on Campaign loan.

## Year 3 Updates

### Spring 2020:

- Completed Mabee Foundation Challenge by our October 1, 2019 deadline, securing \$1 million in challenge grant funds for Phase III. To date, 79% of the funds pledged toward the Mabee Challenge have been received and 74% of the donors have paid in full. Securing the Mabee funds provided critical momentum for campaign fundraising and enabled Phase III construction to proceed as scheduled.
- As of June 30, 2020, we had raised \$33,911,055, or 95% of our total project need of \$34.2 million. See evidence for June 30,2020 campaign fundraising progress report.

## Year 4 Updates

### Spring 2021:

Initiative 4.1: The College will complete Campus Master Plan.

Action Plan	Start Date	Completion Date	Cost	Responsibility	Performance Indicator
D. Complete construction for new academic/administrative building.	Fall 2018	Spring 2020	\$19,500,000 <i>*Revised to \$21,000,000 in Spring 2018</i>	VP of Business Affairs	<ol style="list-style-type: none"> <li>1. July 2018 city approval of campus master plan (Phase III);</li> <li>2. September 2018 city construction permits secured</li> <li>3. Secure Financing by Fall 2018</li> <li>4. Begin Phase III Construction Winter 2018</li> </ol>

**Year 1 Updates:**

**Spring 2018:**

- Decisions in spring to incorporate a 2-story, rather than flat parking lot, into the Campus Master Plan’s Phase III scope raised the estimated project cost to \$21,000,000.
- In late May 2018, Donnelly’s Architect (Burns & McDonnell) and Owner’s Representative for the Campus Master Plan/Building Project (MC Realty) submitted detailed Phase III plans to the Unified Government (UG) of Wyandotte County for city approval of the plans.
- As of June 2018, UG staff reported they will be recommending the plan for city approval, expected by late July 2018.

**Year 2 Updates:**

**Spring 2019:**

- In Progress

**Year 3 Updates:**

- Parking garage is completed.

**Year 4 Updates**

**Spring 2021:**

Initiative 4.1: The College will complete Campus Master Plan.

Action Plan	Start Date	Completion Date	Cost	Responsibility	Performance Indicator
E. Provide centralized student services.	Fall 2018	Spring 2022	\$20,000	Director of Student Success Cabinet	1. Refine programming plan with architects. July 2018 2. New Building constructed (see 4.1D)

## Year 1 Updates:

### Spring 2018:

- To achieve immediate benefits from centralizing student services as planned in the new academic building, the first three floors of the existing tower building were entirely reconfigured in Spring 2018, bringing all core student services to the first floor, and connecting the Academic Support Center (ASC), including the Library and Tutoring Services) between the first floor and lower level.
- By piloting the centralization of student services in our existing facilities, it is hoped valuable lessons learned can be applied to the design and execution of the new building.
- Re-branding efforts are planned to be complete by Fall 2018, along with new supplies/furnishings for the ASC made possible through Donnelly's USDE Title V grant.

## Year 2 Updates:

### Spring 2019:

- In summer, 2018, all administrative offices were moved off the first floor. The lower level and the first floor now house the Academic Support Center, Admissions, Advising, Registrar, Business Office, Financial Aid, Library, and Student Life.

## Year 3 Updates:

### Spring 2020

- The Campus Master Plan is progressing with the new academic building set to open in August 2020. The student's services spaces have been designed for students to access all support services on the first floor (Academic Resource Center on the 2nd floor).

## Year 4 Updates

### Spring 2021:

- The first year in the new building proved successful in our attempt to centralize student services. Students can navigate the enrollment process with admissions, testing, financial aid, and advising in one area.

Initiative 4.1: The College will complete Campus Master Plan.

Action Plan	Start Date	Completion Date	Cost	Responsibility	Performance Indicator
F. Adopt comprehensive facilities management plan.	Fall 2020	Spring 2022	\$100,000/year	VP of Business Affairs	Once new building/campus is build, develop facilities plan with spending estimates and execute plan

**Year 1 Updates:**

**Spring 2018:**

- Not started

**Year 2 Updates:**

**Spring 2019:**

- Planned upon completion of new building in 2020.

**Year 3 Updates:**

- Not started.

**Year 4 Updates**

**Spring 2021:**

Initiative 4.1: The College will complete Campus Master Plan.

Action Plan	Start Date	Completion Date	Cost	Responsibility	Performance Indicator
G. Research and secure options for student housing.	Fall 2020	Spring 2022	\$50,000	VP of Business Affairs VP of Advancement VP of Academic & Student Affairs	5 options fully researched and compared. Funding secured.

**Year 1 Updates:**

**Spring 2018:**

- Not started

**Year 2 Updates:**

**Spring 2019:**

- **Not started**

**Year 3 Updates:**

- **Not started**

**Year 4 Updates**

**Spring 2021:**

Initiative 4.2: The College will improve annual budgeting process.

Action Plan	Start Date	Completion Date	Cost	Responsibility	Performance Indicator
A. Involve director level staff and faculty in developing their program budgets.	Spring 2018	Spring 2022	\$15,000	VP of Business Affairs	Budget requests from Directors used in process.

**Year 1 Updates:**

**Spring 2018:**

- Each department director was provided budget request forms including the previous year actual and current year budget numbers and submitted their requests for the 2018-19 fiscal year budget. When the final budget was approved, feedback was provided, and directors were allowed to adjust the line items within their approved budget amounts.
- New Budget Process Policy developed and approved by Board of Directors in May 2018.

**Year 2 Updates:**

**Spring 2019:**

- Established Budget Committee of representatives of various divisions to review budget requests from Directors to allocate resources.

**Year 3 Updates:**

- Each department director was provided with a 2020- 2021 budget form; including the previous year's budget.
- They were given instructions to align their budget requests with the Strategic Plan, Assessment of Student Learning Outcomes, and mission of the College.
- Each director met with the Vice President of Business Affairs and the Vice President of Academic and Student Affairs to justify budget requests and check for redundancies.
- Each budget was reviewed. The VP of Business and the VPASA made operational budget decisions that align with the College.
- The April 29, 2020, Board of Directors meeting was postponed until June 3, 2020 due to COVID-19. Once the budget is reviewed and voted on by the Board, the VP of Business Affairs and the VPASA will meet with each program director and present them with their final budget for the fiscal year.

**Year 4 Updates**

**Spring 2021:**

- Each department director was provided with a 2020- 2021 budget form; including the previous year's budget.
- They were given instructions to align their budget requests with the Strategic Plan, Assessment of Student Learning Outcomes, and mission of the College.
- Each director met with the Vice President of Business Affairs and the Vice President of Academic and Student Affairs to justify budget requests and check for redundancies.
- Each budget was reviewed. The VP of Business and the VPASA made operational budget decisions that align with the College.
- At the he May 5, 2021, Board of Directors meeting, the budget was approved. The CFO and VPASA met with each program director and presented them with their final budget for the fiscal year.  
\* However, during the summer, because of changing circumstances, the budget was revised during summer 2021 and will be represented for board approval on September 1 board meeting.

Initiative 4.2: The College will improve annual budgeting process.

Action Plan	Start Date	Completion Date	Cost	Responsibility	Performance Indicator
B. Use assessment data and align with strategic objectives.	Fall 2017	Spring 2022	\$5,000/year	Assessment Council VP of Academic & Student Affairs	Consult with Program Chairs to align Assessment data with budgetary decisions.

### Year 1 Updates:

#### Spring 2018:

- Assessment line item added to budgeting forms for all departments.
- 2019-20 preparatory budget meetings scheduled in 2018-19.

### Year 2 Updates:

#### Spring 2019:

- All Program Directors align department budgets per the strategic plan. Directors must align variable expenses with current SP in order to be approved for funding.

### Year 3 Updates:

- The Director of Institutional Research met 1:1 with all Program Directors to review their Assessment Plans.
- The VP of Business Affairs and the VP of Academic and Student Affairs also met with each Program Director to align budget requests with Assessment Plans.
- The VP of Academic and Student Affairs met with each Program Director to review Assessment Plans.
- The Assessment Academy Team will review the timeline process for Assessment Plans at the 6/2020 meeting.

### Year 4 Updates

#### Spring 2021:

- In addition to Year 3 new initiatives, Program Directors were asked to allocated resources in alignment of the mission and prioritize spending while reviewing processes for assessment of student learning within its operational budgets.

#### Examples:

Nursing: 2.1 C to increase ADON Salary for retention of staff 3.4 B to have Student Nurse Association work in the community to foster relationships and provide education to community groups

Success first: 1.2 D to promote service-learning projects 2.2 focus on faculty and staff development 3.3 to increase persistence among students

Institutional Effectiveness: 1.2 A VIA Export Enhancement for assessment data tracking 2.4 B Course Evaluation in Learning Management System for data tracking 1.2 A CCSSE Survey of Student Engagement



Initiative 4.3: The College will improve financial reporting.

Action Plan	Start Date	Completion Date	Cost	Responsibility	Performance Indicator
A. Upgrade accounting software.	Spring 2018	Fall 2018	\$15,000	VP of Business Affairs	Software implementation

### **Year 1 Updates:**

#### **Spring 2018:**

- Began strategy for securing grant funding for this initiative.

### **Year 2 Updates:**

#### **Spring 2019:**

- Upgrade installed in March 2019.

### **Year 3 Updates:**

#### **Spring, 2020**

- New personnel are being trained on the software.

### **Year 4 Updates**

#### **Spring 2021:**

- The accounting software was updated in spring 2021 and new personnel were trained on the software.

Initiative 4.3: The College will improve financial reporting.

Action Plan	Start Date	Completion Date	Cost	Responsibility	Performance Indicator
B. Assign restricted grants and donations ledger accounts for improved tracking and reporting.	Spring 2019	Fall 2020	N/A	VP of Business Affairs	Rework of GL Account structure to include tracking of grants. Setup completed Results survey to determine effectiveness.

**Year 1 Updates:**

**Spring 2018:**

- Not started

**Year 2 Updates:**

**Spring 2019:**

- Not started

**Year 3 Updates:**

**Spring, 2020:**

- Grant funds from the Westermann Foundation were requested to purchase an upgrade to the accounting system that would make this kind of tracking possible-- (see evidence of 2018 proposal).
- The funds were allocated to this purpose at the end of 2019.

**Year 4 Updates**

**Spring 2021:**

- New ledger accounts were added to account for the CARES Act, HEERF II, HEERF III, MIP and FIPSE grants.

Initiative 4.4: The College will increase revenue from all sources.

Action Plan	Start Date	Completion Date	Cost	Responsibility	Performance Indicator
A. Increase tuition revenue as a percentage of overall revenue.	Spring 2018	Spring 2022	\$150,000	VP of Business Affairs VP of Academic and Student Affairs	Increase in budgeted tuition revenue

**Year 1 Updates:**

**Spring 2018:**

- Tuition revenue in the 2018-19 Budget increased by 3% over the 2017-18 Budget.

**Year 2 Updates:**

**Spring 2019:**

- Tuition revenues for 2019-20 are 60% of approved budget compared to 53% in 2018-19.

**Year 3 Updates:**

**Spring, 2020:**

- Tuition was increased by 3% for the next fiscal year.
- Advancement worked with the VPASA and faculty to secure two federal grants: In September 2019, Donnelly was awarded a five-year, \$3 million Title V Developing Hispanic-Serving Institutions grant to improve our bachelor’s programs and nursing programs, and In April 2020 Donnelly was selected to participate in the Second Chance Pell federal pilot program—allowing our Lansing Correctional students to access federal Pell grants. Both efforts were designed to build academic program capacity and student aid assistance to help increase those program enrollments and overall tuition revenue.

**Year 4 Updates**

**Spring 2021:**

- The Donnelly budget is on a cash basis. On the revenue side, tuition was increased by 7.5% for the next fiscal year. A new nursing cohort is being added, which will bring in more tuition revenue. Also, revenue will increase because of Employee Retention credits and Forgiveness of the Payroll Protection Plan Loans. The college realizes that these monies will not be available in the 2022-23 fiscal year and will be making plans to adjust the budget for these lost revenues.

	Start Date	Completed Date	Cost	Responsibility	Performance Indicator
B. Reduce dependence on annual fund for operating budget by 10% annually (offset by increase in tuition and investment revenue).	Fall 2017	Spring 2022	N/A	VP of Business Affairs VP of Advancement VP of Academic and Student Affairs	Reduction of 10% in annual fund contributions.

**Spring 2018:**

- The 2018-19 DC Operational Budget decreased Annual Fund dependence by 7% from the 2017-18 Annual Fund Budget.

**Year 2 Updates:**

**Spring 2019:**

- Gifts, grants, and annual fund revenue for 2019-20 is 37% of approved budget compared to 38% in 2018-19.
- Did not meet plan due to discontinued academic program in Spring 2019.

**Year 3 Updates:**

**Spring 2020:**

- Although there was not a budgeted reduction in Year 3's 2019-20 Operating Budget, there is a 10% reduction budgeted for the 2020-21 DC Operating Budget (the 4<sup>th</sup> year of the strategic plan).

**Year 4 Updates**

**Spring 2021:**

- Cash outlays for Debt Service, Bad Debt Expense were added to the budget. Also, because of the NMTC setup, Donnelly now must now pay lease payments to the subsidiary, Donnelly College Real Estate Holdings. There was also a substantial increase in the marketing budget. This budget used to be paid by the Capital Campaign loan from the archdiocese. Now that the campaign is ending, these expenses are reflected on the Donnelly budget.

Initiative 4.4: The College will increase revenue from all sources.

Action Plan	Start Date	Completion Date	Cost	Responsibility	Performance Indicator
C. Increase endowment funds by 50%.	Fall 2017	Spring 2022	\$4,000,000	VP for Advancement	Endowed funds increased by 50%, with goal of \$650,000 annually.

**Year 1 Updates:**

**Spring 2018:**

- During the 2017-18 fiscal year, a total of \$172,353 was added to Donnelly endowments: \$109,353 from donors and \$63,000 from Donnelly’s USDE Title V grant matching funds.

**Year 2 Updates:**

**Spring 2019:**

- Added \$143,995 to endowments funds in 2018-19.

**Year 3 Updates**

**Spring, 2020:**

- Investment funds (restricted and unrestricted) as of June 30, 2017 totaled \$7,816,230. The 2018-19 audit was completed in 19-20, and the audited invested funds total for 2018-19 of \$8,636,692, a 10.5% increase in the first two years of the current strategic plan.
- In 2019-20, \$65,265 of donor funds were contributed to investment funds, as well as \$25,000 in matching funds from the U.S. Department of Ed Title V grant, for a total of \$90,000 in new contributions, leading to 12% increase over 2017 balance. As a significant help to future fundraising, the 5-year Title V grant secured in Sept 2019 included \$600,000 in endowment donor matching funds. \$575,000 in matching funds remaining as of June 30,2020.

**Year 4 Updates**

**Spring 2021:**

-

Initiative 4.5: The College will develop and implement a plan to update/improve technology.

Action Plan	Start Date	Completion Date	Cost	Responsibility	Performance Indicator
A. Increase budget to support scheduled equipment and software upgrades.	Spring 2018	Fall 2020	\$75,000	VP of Business Affairs Director of IT	Technology Plan with Projected Cost Equipment Replacement

### **Year 1 Updates:**

#### **Spring 2018:**

- This plan was delayed until Fall 2018 as the technology plan was not developed prior to the 2018-19 budget and other IT projects were implemented in 2017-18.
- In addition to the IT-related projects listed below in 4.5.B, the IT division also updated IT inventory and tracking procedures and provided critical IT support and for the Summer 2018 campus reorganization of offices across three floors within the main 8-story academic building.

### **Year 2 Updates:**

#### **Spring 2019:**

- Purchased new equipment with specific grant request.

### **Year 3 Updates:**

- Updated software and system security with specific grants.

### **Year 4 Updates**

#### **Spring 2021:**

Initiative 4.5: The College will develop and implement a plan to update/improve technology.

Action Plan	Start Date	Completion Date	Cost	Responsibility	Performance Indicator
B. Improve SIS and LMS functionality to increase efficiencies, improve student support, and provide accurate and timely assessment data.	Fall 2017	Summer 2018	\$125,000	VP of Business Affairs VP of Academic and Student Affairs Director of IT	SIS installed. <b>MET</b> LMS installed. <b>MET</b>

## Year 1 Updates:

### Spring 2018:

- Fall 2017: Conversion to new SIS system (Empower) completed in December 2017 and progress toward full integration will be complete in Summer 2018 for financial aid and online forms, etc. The cost of implementation and the first-year site license was \$100,481 and was partially funded by a grant of \$19,500 from H&R Block Foundation.
- Summer 2018: Conversion to new LMS system (Canvas) completed in June 2018 with full implementation for the Fall 2018 semester. The cost of implementation was \$18,500 and first-year support cost of \$2,911.
- Summer 2018: New system (Watermark) that provides connection between the SIS and LMS system will be implemented over the Summer to assist with assessment data collection. This system was not in the plan originally but was deemed by administration to be crucial for providing assessment data. The cost of the site license was \$25,500 for the first year and was funded through a grant from the H&R Block Foundation.

## Year 2 Updates:

### Spring 2019:

- Completed

## Year 4 Updates

### Spring 2021: