

## 1. Diversify and increase non-appropriated revenue.

### a. Launch an internal committee responsible for analyzing existing program markets, identifying new markets and creating a new market entry strategy.

- » **Q1 Actions:** Converted “Ideas for Implementation” into Quarterly Action Plan. Identify potential existing markets to create a baseline for the committee to work with in future meetings.
- » **Q2 Actions:** Created a baseline of existing markets for the committee to work with in future meetings. Began collecting lists of paid services from each agency.
- » **Q3 Actions:** Updated list of paid services.
- » **Q4 Actions:** Collected list of association memberships from communications and IT staff.
- » **Champions:** Danny Norman (lead), Chris Shults, Mahasweta Panigrahy, Rumira Xhaferaj, Misty Bean, Wes Fernandez, Sherri Cooper-Duru, Amanda Shappard, Kerry Watkins

### b. Pursue grant and sponsored project opportunities that fit well within our mission through collaborative efforts by the IPS director of external funding and IPS program managers.

- » **Q1 Actions:** We have a list of agency leads that will comprise a committee to discuss the needs of the agencies in terms of grants and sponsored projects.
- » **Q2 Actions:** Gathered preliminary info from EDs on existing UT system partners and potential ones.
- » **Q3 Actions:** Gathered existing resources from agencies (websites, tools, spreadsheets, personnel). Received information from executive directors, including UT departments they currently work with.
- » **Q4 Actions:** Ready to set up quarterly meetings with the “IPS Grant Community.” Organized the resources and links into one document. Compiled the list for potential collaborations from executive directors.
- » **Champions:** Karin Langan (lead), Rumira Xhaferaj, Misty Bean, Wes Fernandez, Sherri Cooper-Duru, Amanda Shappard

### c. Identify and cultivate relationships with prospective and existing donors and define funding priorities in collaboration with the IPS development director and IPS leadership.

- » **Q1 Actions:** Revised implementation items. Refined and reduced scope of work from eight implementation ideas to three priority ideas.
- » **Q2 Actions:** Started collecting future market visions from each agency.
- » **Q3 Actions:** Identified process(es) to routinely collect and quantify employee feedback on giving to IPS. Made the decision not to include employee development focus group at annual conference.
- » **Q4 Actions:** Made preparations for 2024 IPS Family Campaign.
- » **Champions:** Kristen Davis (lead), Rumira Xhaferaj, IPS agency executive directors

## 2. Emphasize the value and importance of the IPS internal budget process.

### a. Involve program managers in budget planning. Integrate early and continuous communication between program managers, business managers and the IPS Business Office.

- » **Q1 Actions:** Updated list of champions (added three more). Reduced ideas for implementation to three for this action item and identified seven future steps. The Proposed Budget IPS forms were revised this quarter. The first Annual Business Managers’ Retreat took place this quarter.
- » **Q2 Actions:** Created draft budget planning calendar to include program managers in the budget process.

- » **Q3 Actions:** All business managers reviewed the draft budgeting calendar and proposed edits. We further discussed the calendar in the July meeting and specifically got input from the program managers/programmatic members of the group.
- » **Q4 Actions:** The budgeting calendar is completed, as well as a glossary of terms and FAQs. The second annual IPS Business Managers' Retreat took place Nov. 30-Dec. 2, 2023 in Cookeville.
- » **Champions:** Rumira Xhaferaj (lead), Misty Bean, Wes Fernandez, Sherri Cooper-Duru, Amanda Shappard, Kerry Watkins, Lori Barton, Kristen Davis, Kenny Smith

**b. Develop a budget process that is rooted in the cost analysis of our existing and new programs.**

- » **Q1 Actions:** Lead has spoken with business managers of each agency to assess current processes. Agencies are storing templates of budget and monthly cost analysis processes in FS Team.
- » **Q2 Actions:** Gathered information/spreadsheets from agencies on what accounts need to be/are being cost analyzed.
- » **Q3 Actions:** Researched, compared and contrasted all of the agencies' financial statement/cost analysis methods.
- » **Q4 Actions:** Held a meeting that included a presentation on implementation of a Logic Model.
- » **Champions:** Rumira Xhaferaj (lead), Misty Bean, Wes Fernandez, Sherri Cooper-Duru, Amanda Shappard, Kerry Watkins, Lori Barton, Kristen Davis, Kenny Smith

### 3. Grow financial opportunities through collaboration.

**a. Identify opportunities to fund federal program match requirements through cross-agency collaboration.**

- » **Q1 Actions:** Established final list of action items. Discovering overlap in service areas between agencies.
- » **Q2 Actions:** Agreed to pursue action items 3.1.1, 3.1.2 and 3.1.4 in 2023.
- » **Q3 Actions:** We have progressed with arranging for UTK Engineering Capstone project revenue from manufacturers to be transacted through UT CIS. This is an estimated \$30K+ annual incremental program income.
- » **Q4 Actions:** We have progressed with arranging for UTK Engineering Capstone project revenue from manufacturers to be transacted through CIS. This is an estimated \$30K+ annual incremental program income.
- » **Champions:** Dwaine Raper, Rumira Xhaferaj, Misty Bean, Wes Fernandez, Sherri Cooper-Duru, Amanda Shappard, Kerry Watkins

### 4. Increase appropriated revenue.

**a. Better quantify the value of our services to share our positive impact throughout the institute.**

- » **Q1 Actions:** Leadership team has identified the key metrics as 1) economic impact 2) contact and 3) percent increase of non-state appropriations.
- » **Q2 Actions:** Created chart for all agencies of groups impacted and distributed to team for review.
- » **Q3 Actions:** Determining how to incorporate the balanced scorecard data collectively, and by individual agency, to communicate our need for appropriations. Developing an IPS impact chart for demographics affected by agency activities.
- » **Q4 Actions:** On hold while assisting cost action item with Logic Model templates.
- » **Champions:** Amanda Shappard (lead), Chris Shults, Kenny Smith, Rumira Xhaferaj, Misty Bean, Wes Fernandez, Sherri Cooper-Duru, Kerry Watkins

**b. Work with the IPS communications team to share these results with current and potential stakeholders.**

- » **Q1 Actions:** External communication tool list compiled for CIS and TLC. Communicated with Susan Robertson on existing processes for communicating results to stakeholders.
- » **Q2 Actions:** Each agency representative is reviewing external communication tool list for accuracy. Elevator speeches for each program within the agency has been requested.
- » **Q3 Actions:** Extended estimated due date for this to the 2024 Annual Conference. Must complete 4a to be able to share data.
- » **Q4 Actions:** On hold while assisting cost action item with Logic Model templates.
- » **Champions:** Amanda Shappard (lead) Chris Shults, Kenny Smith, Rumira Xhaferaj, Misty Bean, Wes Fernandez, Sherri Coop-Duru, Kerry Watkins