

Unit Operational Plan

2024-2025

Name of Unit: Center for Workforce Education

Primary Purpose: The Center for Workforce Education at Jefferson State Community College delivers fast-track skills training designed to quickly train individuals for immediate employment. Our full portfolio of non-credit training covers healthcare, IT, manufacturing, craft training, and business sectors and is ever evolving to accommodate the needs of employers in the state of Alabama.

Unit Goals	Unit Outcome	Institution Strategic Plan	Fundamental Principles
Increase the overall enrollment of the Center for Workforce Education by 30%.	Continue to offer non-credit, career track programs that provide students with in-demand occupational skills training and industry certifications.	I B. Increase industrial and craft skills training offerings to meet the needs of local business and industry I.B Expand transportation/ logistics training	FP 2.4 - Certificate programs and other learning opportunities that enable students to acquire specific training to prepare for employment or advancement in jobs requiring skilled employees.
Launch programs for Workforce Education center on the Jefferson Campus that will serve as lab and training space for industrial and craft training for the department and college.	Offer customized training for local business and industry to enhance their employees on the job performance with skills for immediate use.	I B. Increase industrial and craft skills training offerings to meet the needs of local business and industry	FP 2.4 - Certificate programs and other learning opportunities that enable students to acquire specific training to prepare for employment or advancement in jobs requiring skilled employees.

<p>Personnel request for a Workforce Grant Project Coordinator.</p>	<p>Continue to offer non-credit, career track programs that provide students with in-demand occupational skills training and industry certifications.</p>	<p>II. D. Increase and enhance support for adult learners</p>	<p>FP. 3.3 Qualified personnel who enable the college to fulfill its purpose</p>
<p>Update classroom furniture at Jefferson Campus – GWH 2nd floor.</p>	<p>Continue to offer non-credit, career track programs that provide students with in-demand occupational skills training and industry certification.</p> <p>Maintain impactful community and corporate partnerships to benefit the college</p>	<p>III.B - Continue to improve aesthetics and infrastructure at all campuses.</p>	<p>FP 4.3 - A working environment that supports employee wellness and job satisfaction.</p>
<p>Expand professional development training for college employees and corporate community</p>	<p>Offer customized training for local business and industry to enhance their employees on the job performance with skills for immediate use</p> <p>Maintain impactful community and corporate partnerships to benefit the college</p>	<p>IV.B – Increase opportunities for professional development or all employees</p>	<p>FP 4.3 - A working environment that supports employee wellness and job satisfaction.</p> <p>FP 4.4 - Continual improvement through ongoing evaluation and advocacy of innovation in teaching and learning.</p>

Unit Operational Plan for 2024-2025

1.Goals – The activities through which the outcome will be achieved. Each Unit Outcome should have at least one goal.

2.Method of Assessment – How the unit will determine if the objective has been met.

3.Funding/Rationale – Provide an estimate of the cost of achieving the objective. Also, include a description of how these funds will be used to accomplish the objective.

Goal	Assessment	Funding/Rationale
Increase the overall enrollment of the Center for Workforce Education by 30%.	Annual review of registrations rates. Current enrollment is around 2,000 and the goal is 2,600.	No funding necessary, continue to liaison with Community Outreach on grant and private funding.
Launch programs for Workforce Education center on the Jefferson Campus that will serve as lab and training space for industrial and craft training for the department and college.	First classes will launch Fall of 2024, outcome will be 80% pass rate of 3 new programs for the first three classes.	Funding is being pursued through private and public grants for equipment and scholarships.
Personnel request for a workforce grant project coordinator.	Objective will be met when qualified person is hired to support grant efforts, including private and public grant initiatives and Skills for Success programming.	Estimated salary between \$40,000 and \$45,000 and benefits added at \$43,000/year is \$61,324.70 annually.
Update classroom furniture for two classrooms at Jefferson Campus – GWH 2 nd floor.	New tables and chairs ordered for 2 outdated classrooms for the benefit of our students and community classes.	Estimated cost is \$23,431.80 (\$14,204.40 – 30 Tables \$9,227.40 – 60 Chairs)
Expand professional development training for college employees and corporate community	Objective will be met when at least 2 new trainings are developed for JSCC employees and programs for company partners are expanded and through survey and assessment data the number of employees increases by 10%.	Estimated cost: no funding needed, partner with HR department on funding. Grants and company-pay model will be pursued with corporate partner training.

