

**Unit Operational Plan**  
**Due March 1<sup>st</sup> Each Year**  
**2024-2025**

**Name of Unit:** Transfer/General Studies – Jefferson Campus

**Primary Purpose:** The Transfer and General Studies Division aims to work with the academic departments at the College to offer a diverse program of study that exposes students to a variety of disciplines, develops the characteristics, knowledge, and skills identified by the College, the Alabama Community College System (ACCS), the Alabama General Studies Committee (AGSC), and potential employers, as well as supports students in the successful completion of associate degrees and/or successful transfers to four-year colleges and universities.

Unit Goal	Unit Outcome	Institution Strategic Plan	Fundamental Principles
<p>1.1: Implement revised learning outcomes, course outlines, and create effective teaching strategies and assessments.</p> <p>1.2: Evaluate enrollment, FT:PT ratios, dual enrollment requests, and course offerings to determine if needs exist for new hires.</p>	<p>1. Maintain diverse, high quality academic offerings.</p>	<p><b>II-E:</b> Increase the number of awards and credentials earned by students.</p>	<p><b>1.1:</b> Educational offerings available in places, at times, and in facilities that can best serve the people in the college service area.</p> <p><b>1.3:</b> Offer collegiate and developmental education designed to meet the needs and abilities of the diversity of people within the service area.</p> <p><b>2.1:</b> Offer university parallel degree programs that allow students to make a successful transition to senior colleges or universities.</p> <p><b>2.3:</b> Offer general education courses that encourage the intellectual, civic, social, and physical development of students.</p> <p><b>2.5:</b> Offer dual enrollment programs</p>

			<p>that allow qualified high school students to earn credits for a high school diploma and/or a postsecondary degree.</p> <p><b>2.6:</b> Offer distance learning programs and classes that promote accessibility through new technologies.</p> <p><b>3.1:</b> Provide a friendly and stimulating atmosphere that is conducive to both formal and informal learning and to cross-cultural awareness.</p>
<p>2.1: Conduct at least one professional development event for all TGS department chairs.</p> <p>2.2: Join the National Institute of Staff and Organizational Development (NISOD) with institutional membership.</p> <p>2.3: Encourage chairs, faculty, and staff to seek opportunities for meaningful professional development through on-campus, local, in-state, and out-of-state conferences, meetings, or experiences related to their teaching fields.</p> <p>2.4: Dedicate funds for Assoc. Dean-Jefferson for travel and participation in professional development experiences related to teaching field,</p>	<p>2. Provide professional development opportunities to maintain a highly qualified faculty.</p>	<p><b>IV-A:</b> Improve and enhance the onboarding process for new employees.</p> <p><b>IV-B:</b> Increase opportunities for professional development for all employees.</p>	<p><b>3.3:</b> Provide qualified personnel who enable the college to fulfill its purpose.</p> <p><b>4.1:</b> Encourage an organizational culture in which college personnel demonstrate caring, cooperation, integrity, and professional excellence and hold high expectations of performance for themselves and others.</p> <p><b>4.2:</b> Encourage professional development experiences that enable personnel to maintain currency in their respective fields, increase their awareness and use of alternative methods of meeting the needs of a diverse student population, and develop innovative approaches to</p>

administration, and leadership.			fulfilling their roles at the institution. <b>4.3:</b> Encourage a working environment that supports employee wellness and job satisfaction. <b>4.4:</b> Encourage continual improvement through ongoing evaluation and advocacy of innovation in teaching and learning.
3.1: Refresh technology and furnishings in RCH 123.  3.2: Refresh classroom and office space, technology, and furnishings for HED/PED instructors at the Jefferson Campus  3.3: Budget funds for emergency/unanticipated repair or replacement of equipment.	3. Maintain professional and functional office and classroom spaces with appropriate and up-to-date technology, equipment, and furnishings.	<b>III-B:</b> Continue to improve aesthetics and infrastructure at all campuses.	<b>3.1:</b> Provide a friendly and stimulating atmosphere that is conducive to both formal and informal learning and to cross-cultural awareness. <b>3.2:</b> Provide physical facilities, technological resources and other resources that promote learning.

**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
1.1: Implement revised learning outcomes, course outlines, and ensure faculty implement effective teaching strategies and assessments.	The Assoc. Dean of TGS-JC will monitor course approval by AGSC Area Committees and work with chairs and faculty to implement curriculum changes as advised. The Assoc. Dean will also monitor inclusion of revised SLO, course outlines in course syllabuses.	No funding necessary.

1.2: Evaluate enrollment, course offerings and FT:PT ratios to determine if new hires are needed.	The Assoc. Dean of TGS-JC will consult with dept. chairs to determine if new hires are necessary. The Assoc. Dean will also review submitted personnel requests.	No funding necessary. If new hires are warranted, they will be requested through the individual department budgets.
<b>TOTAL REQUEST FOR OUTCOME 1: \$0</b>		
2.1: Conduct at least one professional development event for all TGS chairs.	The Assoc. Deans of TGS-JC & SC will request permission from the college and seek funding from the JSCC Foundation to implement an off-campus luncheon with a speaker relating to an aspect of leadership. The Assoc. Deans-JC & SC will also survey dept. chairs to determine topics of interest for future professional development events.	<b>\$1,500</b> Requested from the JSCC Foundation.
2.2: Join NISOD with an institutional membership for professional development.	The Assoc. Dean of TGS-JC will submit a proposal and request to join the National Institute of Staff and Organizational Development (NISOD) with an institutional membership. This membership will provide access to conferences, free webinars, virtual workshops, and <i>Innovation Abstracts</i> for professional development. The Assoc. Dean will survey faculty on their use of the resources provided through NISOD, share upcoming NISOD opportunities with faculty, and conduct a roundtable discussion regarding ideas and practices gleaned from the resource.	<b>\$1,325</b> (Based on fall full-time equivalency in credit courses).
2.3: Encourage chairs, faculty, and staff to seek opportunities for meaningful professional development through meetings, or experiences related to their teaching fields.	The Assoc. Dean – JC will review faculty IAPs for meaningful professional development opportunities, track the number of faculty attending or presenting at conferences, and track the number of grants and requests submitted. The Assoc. Dean will also encourage chairs to allow time for peer-to-peer sharing of specialized knowledge or skills relating to technology or teaching fields and other job-related areas. The Assoc. Dean will also share notices of development opportunities with chairs, faculty, and staff.	No funding necessary.
2.4: Provide funding for Assoc. Dean – JC to travel and participate in professional development experiences related to teaching field,	The Assoc. Dean of TGS-JC appreciates the College’s support of attendance at professional development activities. The Assoc. Dean will submit requests to attend in-state, regional, and national conferences, multi-disciplinary professional development opportunities related to the JSCC Digital	No funding requested: <ul style="list-style-type: none"> <li>• Pioneer Con</li> <li>• Alabama Humanities Alliance Super Workshop</li> <li>• Alabama Holocaust Education Center webinars</li> <li>• UWRITE Conference</li> </ul>

<p>administration, and leadership.</p>	<p>Museum, and online webinars or virtual workshops.</p> <p>Paid Conferences of Interest:</p> <ul style="list-style-type: none"> <li>• Association of College English Teachers of Alabama (ACETA)</li> <li>• Teaching, Learning, &amp; Design (Calhoun CC)</li> <li>• American Association of Community Colleges (AACCC)</li> <li>• National Institute of Staff and Organizational Development (NISOD)</li> <li>• National Conference of Academic Deans (NCAD)</li> </ul>	<ul style="list-style-type: none"> <li>• NISOD webinars (contingent upon membership)</li> </ul> <p><b>\$2,500</b> (includes \$600 IAP funds)</p>
<p><b>TOTAL REQUEST FOR OUTCOME 2: \$5,325.00</b></p>		
<p>3.1: Refresh technology and furnishings in RCH 123.</p>	<p>The Assoc. Dean of TGS-JC greatly appreciates the renovations made to the new office suite and the office furniture and fixtures that have been ordered. Once the furniture has been delivered, the Assoc. Dean would like to complete the office with additional furnishings matching the new ensembles and fixtures to include two round end tables and a round coffee table for the reception area, two bookcases (12"x36"x36") for the conference room, five replacement doorknobs/locks for the suite, and a lockdown bracket. Currently, the interior door to the associate dean's office and to the file room can only be locked by putting in the key and manually pressing the side button, which often sticks.</p> <p>The executive secretary's desktop computer was recently replaced by IT due to limited functionality, but the associate dean's laptop is between 4-5 years old and is out of warranty. It is the previous HP model. The associate dean would also like to purchase and install an interactive touch display or Promethean board for the conference room.</p> <p>The TGS office would also like to purchase a locking display board to create a directory and information board outside of the TGS office. We need a replacement refrigerator for the office suite.</p>	<p>Office Furniture/Fixtures</p> <ul style="list-style-type: none"> <li>• <b>\$2,509:</b> 2 round end <a href="#">tables</a> 24"x22" (\$824 ea.) and a round coffee table 30"x16" (\$861) for reception</li> <li>• <b>\$1,136:</b> 2 sets <a href="#">bookshelves</a> 12"x36"x36" (\$568 ea)</li> <li>• <b>\$375:</b> Door handles locks (1 exterior &amp; 4 interior doors) – estimated \$80 each</li> <li>• <b>\$100:</b> Lock down bracket for outer office door -estimated</li> </ul> <p>Technology</p> <ul style="list-style-type: none"> <li>• <b>\$2,500</b> Laptop computer ensemble</li> <li>• <b>\$3,500:</b> Interactive touch display for conference room (55")</li> </ul> <p>Other</p> <ul style="list-style-type: none"> <li>• <b>\$739:</b> Locking display</li> <li>• <b>\$260:</b> Small refrigerator</li> </ul>

<p>3.2: Refresh classroom and office space, technology, and furnishings for HED/PED instructors at the Jefferson Campus</p>	<p>A separate request is being submitted by the Liberal Arts department in their budget to renovate the Choir room. Since HED/PED is in the same area, K&amp;L Group, LLC. suggested that renovating the health spaces at the same time would be most cost effective. The Associate Dean requests a renovation of that office and classroom space for HED/PED instructors, to include replacement of drop ceiling tiles, cleaning and painting drop ceiling grids, drywall repair, painting, LVP tile flooring, and new office furniture ensembles. The two instructors are also due for new computers.</p>	<p>Renovation (<a href="#">see attached</a>)</p> <ul style="list-style-type: none"> <li>• <b>\$79,200</b></li> <li>• <b>\$9,000:</b> 2 sets of standardized office furniture qtd at \$4,500 each</li> <li>• <b>\$5,000:</b> 2 Laptop computer ensembles</li> </ul>
<p>3.3: Budget funds for emergency/unanticipated repair or replacement of equipment.</p>	<p>The Associate Dean would like to request an emergency fund for repairing or replacing equipment that fails unexpectedly.</p>	<p><b>\$5,000</b></p>
<p><b>TOTAL REQUEST FOR OUTCOME 3: \$109,31.90</b></p>		
<p><b>TOTAL REQUEST FOR 2024-2025:</b></p>		<p><b>\$ 114,644.00</b></p>

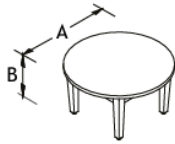
1" | 1 5/8"

Or color to match recent furniture purchase.

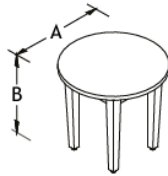
NM  
Natural Maple | *Érable naturel*

### Occasional Tables

TRWL 16



TRWL 22



#### Manufacturing Standards

- Circular surface,
- Wooden apron and 2-1/4" x 2-1/4" tapered legs.

**Wood finishes:** Available colors: White Wash **WW**, Golden Wheat **GW**, Sand **SD**, Apricot **AT**, Pecan **PN**, Brandy **BR**, Chestnut **CT**, Coffee **CF**, Espresso **ES**, Bordeaux **BO**, Black Wash **BW** and Bark **BK**

#### Prices

##### TRWL16 - Coffee table

Dimensions	LFW	LFWL
A B	tft	hpl
2416	792	990
3016	851	1119
3616	887	1251

##### TRWL22 - Side table

Dimensions	LFW	LFWL
A B	tft	hpl
2422	824	1029

#### How to Order

LFW	A	TR	WL	B	Finishes
LFWL					See the Logiflex Color Guide
series	dimensions	top	legs	height	leg color
<b>Example</b> LFW	24	TR	WL	16	BK

# Bookcases and Cabinets

Corner Bookcases  
Bookcases  
Display Cases

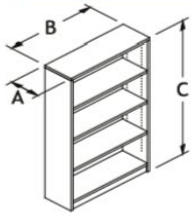
Wardrobes  
Wardrobes with Pedestals  
Cabinets

Pigeonhole Units  
Multiple Units

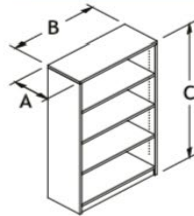


## 36" Bookcases with Masonite Back

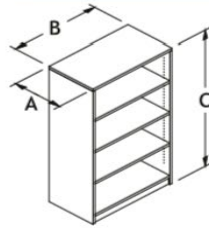
BB1236



BB1536



BB2036



**Manufacturing Standards**

- 1" thick adjustable shelves;
- Shelf brackets;
- Black masonite back.

**Number of adjustable shelves included:**  
Less than 29" H: 1 shelf, 36" - 47"H: 2 shelves,  
48" - 55"H: 3 shelves, 66" - 83"H: 4 shelves,  
84"H and more: 5 shelves.

**Additional shelves (SH):** see Appendix G for prices, p. 17

**Options**

**Additional Shelves**

SH

**How to Order**

ML	MLL	BB	ABC	SH
series	code	dimensions	shelves	
Example ML	BB	153629	SH	

**Prices**

Dimensions		
A	B	C
123629	546	664
123636	568	
123642	587	
123648	608	
123654	627	
123660	649	
123666	690	
123672	841	
153629	657	806
153636	679	
153642	712	
153648	730	
153654	761	
153660	771	
153666	811	
153672	967	
203629	699	878
203636	721	
203642	751	
203648	771	
203654	801	
203660	811	
203666	904	
203672	1008	

1" | 1 1/2"

NM  
Natural Maple | Érable naturel

Or color to match recent furniture purchase.



# Renovation Estimate for HED/PED Office Suite and Classrooms

## ESTIMATE



**Service Address**  
2601 Carson Road ,  
CPR Classrooms and  
Offices  
Birmingham, AL  
35215

**Prepared For**  
1 Jefferson State  
Community College  
2601 Carson Road  
Birmingham,  
Alabama 35215  
(205) 514-3879

**K&L Group, LLC**  
6320 TRACE WAY CIRCLE  
TRUSSVILLE, Alabama 35173  
Phone: (205) 567-8805  
Email: kclay40226@msn.com

Estimate # 421  
Date 02/29/2024  
Business / Tax # K & L GROUP, LLC

### Description

Renovations Cpr classrooms and Office areas  
Remove and dispose the drop ceiling tiles.  
Replace all drop ceiling tiles  
Clean and paint drop ceiling grids.  
Skim and repair drywall.  
Paint on the walls, trim, and doors (if needed).  
Install LVP tile (demo existing VCT)  
Rough and final cleaning services.

<b>Subtotal</b>	\$79,200.00
<b>Total</b>	<b>\$79,200.00</b>

By signing this document, the customer agrees to the services and conditions outlined in this document.

1 Jefferson State Community College