Unit Operational Plan
Due March 22nd, 2024
2024-2025

Name of Unit: <u>Office of Community Outreach and Economic Development</u>

Primary Purpose: The Office of Community Outreach and Economic Development serves Jefferson State Community College by overseeing its existing relationships with civic leaders, community-based organizations, and governmental entities and seeks opportunities to generate new partnerships that lead to the development of meaningful outcomes based on the mission of the College.

Unit Goals

Unit Goals	Unit Outcome	Institution Strategic Plan	Fundamental Principles
Seek increased funding for JSCC Foundation and College from individuals, corporations, and foundations.	Support programming needs, College development and improvement, scholarships, and student support services.	I.A, I.B, I.C, II.A, II.B, II.D, II.E, III.A, III.B	FP 1.1, 1.2, 1.3, 2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 3.1, 3.2, 3.4, 3.5, 4.3, 5.1, 5.2, 5.3, 5.4, 5.5
Enhance the efforts of the JSCC Foundation and its board of directors.	Foster mutually beneficial partnerships with educational, business, and civic leaders that position the college as a resource for programming and economic development.	I.A, I.B, I.C, II.A, II.B, II.D, II.E, III.A, III.B	FP 1.1, 1.2, 1.3, 2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 3.1, 3.2, 3.4, 3.5, 4.3, 5.1, 5.2, 5.3, 5.4, 5.5
Coordinate regular meetings with the College's legislative delegation, local chambers of commerce, professional consortiums, and other community, business, and workforce development organizations, and economic development entities that can benefit from a reciprocal association with the college.	Share information about projects and communicate needs for the coming year including College development and improvement, increased programming and learning opportunities, and higher student retention and completion.	I.A, I.B, I.C, II.A, II.B, II.D, II.E, III.A, III.B	FP 1.1, 1.2, 1.3, 2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 3.1, 3.2, 3.4, 3.5, 4.3, 5.1, 5.2, 5.3, 5.4, 5.5
Organize grant seeking activities and increase grant funding for JSCC Foundation and College.	Organize and increase the number of grant applications to support programming needs, scholarships, and student support services.	I.A, I.B, I.C, II.A, II.B, II.D, II.E, III.A, III.B	FP 1.1, 1.2, 1.3, 2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 3.1, 3.2, 3.4, 3.5, 4.3, 5.1, 5.2, 5.3, 5.4, 5.5

Unit Plan for the next year

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
Seek increased funding for JSCC Foundation and College from individuals, corporations, and foundations.	Number of donors, number of gifts, and amount of dollars raised. Steward existing contributors and re-solicit corporate partners and high net-worth individuals.	No additional cost deemed necessary at this time.
Enhance the efforts of the JSCC Foundation and its board of directors.	The delivery of greater levels of support to the JSCC Foundation. Continue regularly scheduled board meeting and committee meetings. Continually assess the effectiveness of policies and procedures.	No additional cost deemed necessary at this time.
Coordinate regular meetings with the College's legislative delegation, local chambers of commerce, professional consortiums, and other community, business, and workforce development organizations, and economic development entities that can benefit from a reciprocal association with the college.	Meet regularly with external audiences including legislators, nonprofit leaders, and workforce development organizations. Steward relationships with external stakeholders to College's benefit.	No additional cost deemed necessary at this time.
Organize grant seeking activities and increase grant funding for JSCC Foundation and College.	Hire and train Grants Specialist to organize and support efforts across the College and Foundation. Work with Institutional Effectiveness, Workforce Development, and others to increase the number of applications and increase the number of awards.	No additional cost deemed necessary at this time.