Administrative Goals Report

Edit	Administrative Unit	Desired Outcome	Assessment Method	Actual Assessment Results / Analysis
	Accounting Office	All employees are familiar with Team Georgia Marketplace and the new State of Georgia purchasing system.	We will track purchase requisitions through the system. We can see when a purchase requisition is created and when it is completed. We will analyze these statistics, and determine areas we need to improve.	::::::::
	Accounting Office	With the support of the instructors, the bookstores will move to a Cengage access code that will grant the students access to all of their course materials for one low price.	We can track the sales of the codes using the Nebraska software.	::::::::
	Accounting Office	All employees are kept current on all business related travel policies and Concur updates.	We can track to ensure that reports are being submitted in a timely manner.	:::::::::98% of travel expense reports were submitted within 60 days of dates of travel.
	Facilities Management	Maintenance Requests will be responded to within 24 hours during the normal work week.	Maintenance Request Tracking System	::::::::
	Facilities Management	STC Grounds will reflect a well maintained college appearance.	Executive council input; Faculty Perception of Services Survey; Student Perception Survey	::::::::
	Facilities Management	Facilities will undergo needed major repair and renovations.	MR&R Project Tracking Spreadsheet; Executive Council Input	
	Human Resources and Auxiliary Services	Blythe, please develop your outcomes and plan for 2015.		
	Information Systems	Server backups and disaster recovery Make sure all backup procedures meet TCSG guidelines	TCSG Server backup guidelines	Tapes and Ghost Backup update was replaced with Barracuda Cloud Backup services. This gives us a reliable offsite backup solution. ::Tapes and Ghost Backup update was replaced with Ba us a reliable offsite backup solution. ::Tapes and Ghost Backup update was replaced with Barracuda Cloud Backup services. This gives us a reliable offsite backup solution. ::::
	Information Systems	Upgrade Network Infrastructure	Analyze before and after network utilization of network segment with upgraded infrastructure	Unable to get all the networking equipment desired but we did get some new networking equipment ::Unable to get all the networking equipment desired but we did get some new networking equipment desired but we did get some new networking equipment ::::
	Information Systems	Keep up to date software license and renewals	License will be current on annual software subscriptions	Renewed software licenses needed for the STC. The updated software ensures we have compatible software for the newer operating systems. ::Renewed software licenses needed for the STC compatible software for the newer operating systems. ::Renewed software licenses needed for the STC. The updated software ensures we have compatible software for the newer operating sy
	Information Systems	Renew maintenance contracts	Review Perception Surveys regarding availability of services	Purchased all maintenance contracts ::Purchased all maintenance contracts ::Purchased all maintenance contracts ::::
	Information Systems	Replace Obsolete Computing Equipment	Evaluate computer performance before and after upgrades	Was not able to purchase all desired equipment but was able to get some. Equipment purchased was in great need. We were able to load newer applications on these machines to meet the ne purchase all desired equipment but was able to get some. Equipment purchased was in great need. We were able to load newer applications on these machines to meet the new needs of our s desired equipment but was able to get some. Equipment purchased was in great need. We were able to load newer applications on these machines to meet the new needs of our students. ::::
	Information Systems	Obtain the minimum number of staff development hour.	Staff Development Plan	Staff attended quarterly SECAdmin training sessions. Was able to increase knowledge of new systems implemented by TCSG ::Staff attended quarterly SECAdmin training sessions. Was able implemented by TCSG ::Staff attended quarterly SECAdmin training sessions. Was able to increase knowledge of new systems implemented by TCSG ::::
	Marketing and Public Relations	The stakeholders, students, and community will become more aware of College activities through Public Relations Services.	Facebook Insights, Facebook Ad Campaigns, Facebook likes.	
	Marketing and Public Relations	Promote awareness of Continuing Education and Customized Training opportunities available at Southeastern Technical College.	Continuing Education Survey Customized Training Survey	
	Office of Administrative Services	Sustainable funding methods	Audit Reports Internal Controls	:::::::::We obtained the Nordson grant, which supports our Machine Tool Technology program. We also obtained the Strickland grant which pays for a nursing instructor position
	Office of Administrative Services	Increase efficiency/decrease program cost per credit hour	KMS Application Support Program Cost Survey Report	:::::::::The average cost per credit hour for FY19 is $277.96. That is down slightly from FY18, which was $279.16

	Department	Objective	Measure	Analysis / Results
	Office of Institutional Advancement	Increase money raised for the STC Foundation by 20% over the previous year.	Increased cash donations over 2017 as shown on the 2018 IRS Form 990 and the 2018 Gift Detail Report from Raiser's Edge.	::::::::The STC Foundation received $756,216 in grants and donations in 2018, as compared to $249,978 received in 2017. This results in an increase of over 300% in cash donations from 2017 t...
	Office of Institutional Advancement	Provide student scholarships through the STC Foundation each semester to assist students with their educational expenses.	Show scholarships provided by the STC Foundation through semester spreadsheets detailing scholarships awarded, student information, and amounts; semester bills from STC Business Office for scholarships.	::::::::For Fall Semester 2018, the STC Foundation awarded scholarships to 36 students, totaling $17,000.00. For Spring 2019 semester, the Foundation awarded scholarships to 34 students, to scholarships in Summer semester 2019 to 10 students, totaling 2997.00.
	Office of Institutional Effectiveness	STC service delivery area credit program training needs will be identified.	Program Needs Assessments via EMSI & DOL reports as well as B&I Visits/focus groups & Calls	See overall analysis::See overall analysis::See overall analysis::See overall analysis::EMSI - Fish and Wildlife Management EMSI - Forestry EMSI - Cybersecurity EMSI - Registered Nurses Occ... Reports for the following: Welders, Boilermakers Sheet Metal Workers Registered Nurses
	Office of Institutional Effectiveness	Submit successful grant applications to assist training and improve student learning	Awarded grants	Received Mill Creek Foundation grant. Received Nordson Foundation grant for CNC. Received HAAS Foundation grant for CNC students.::NA::NA::NA::Grant funds were used for full-time CN... students.
	Office of Institutional Effectiveness	SACSCOC Reports/Profiles/Prospectus will be submitted in a timely manner.	SACSCOC acceptance/approval	See Overall Analysis::See Overall Analysis::See Overall Analysis::::::IE Office submitted notifications to SACSCOC for VPIE Ware's retirement effective January 1, 2019 and named Interim Liais... new VPIE and SACSCOC Liaison, Mitchell Fagler, effective July 1, 2019. The FTE Profile and the Financial Profile were submitted prior to the due dates. In addition, Substantive change Prospe... TCSG for the following TCCs: Advanced Shielded Metal Arc Welding TC, Airconditioning Specialist TCC, Automotive Chassis, Automotive Climate Control, Electrical Electronics Systems TCC... Automotive Engine Repair TCC.
	Office of Institutional Effectiveness	Revise or develop needed procedures to ensure equity for all students - more student focused practices	List of identified gaps	See overall analysis::See overall analysis::See overall analysis::See overall analysis::STC geared its efforts toward identifying barriers that may be preventing students from choosing a non-t... strategies to increase enrollment of the underrepresented gender in non-traditional programs. STC requested trainers from National Alliance for Partnerships in Equality (NAPE) provide a pro... and culturally based implicit biases were addressed. All faculty and some staff have the opportunity to participate in NAPE training. From this training, faculty and staff have all become more... equity for all students and develop more student focused practices. Focus groups revealed that students struggled financially. It is difficult to work and come to school. Therefore, STC provid... planning workshops for students.
	President	Create educational pathways that better serve our students and contribute to a		For FY 2019 dual enrolled students increased to 172 for the Swainsboro campus compared to FY 2018 146. This is an increase of 26 total students. ::Dual enrollment for the Vidalia campus in... 2018 enrollment at 410 for a total increase of 231 students.::::::There was a large increase in dual enrollment students in FY 2019 of 803 compared to FY 2018 enrollment of 556 for a total incre...

	more educated and prosperous Georgia		
President	Increase community support of the STC Foundation	Annual Campaign results	:::::::Held successful RIDE Campaigns in Vidalia and Swainsboro. Received grant from new business partner in Tattnall County. Received business and industry community support through begun to be used to supplement the CNC Program on the Swainsboro Campus, to cover the cost of training equipment and instructor salary. Also included in the total is $150,000 to fund an a Program, which has enabled more students to be enrolled in the program. Other Foundation funds have been used to purchase instructional equipment and to award student scholarships.
President	Identify achievement gaps across racial, ethnic, and income groups	KMS TEC0691 Report Perkins Data	:::::::Note: The term "the achievement gap" usually references is the gap between the test scores of minority and/or low-income students and the test scores of their White and Asian peers. Some groups may trail at particular points (e.g., males in the early years; females in secondary math and science). Differences between the scores of students with different backgrounds (e.g. income) are evident on large-scale standardized tests. Test score gaps often lead to longer term gaps, including high school and college completion and the kinds of jobs students secure as White 24.3% Black AY 2019 Special Populations statistics: 24% Single Parent 7.5% Out-of-Workforce Individual 4.6% English Learner 93.5% Economically Disadvantaged 10% Non-Traditional **Special Populations TEC0691** **College:** Southeastern Technical College **Reporting Period:** Academic Year 2019 (20191%) <table><tr><td>College Name</td><td>Single Parent</td><td>Out-of-Workforce Individual</td><td>English Learner</td><td>Economically Disadvantaged</td><td>Non-Traditional</td><td>Disable</td></tr><tr><td>Southeastern</td><td>328</td><td>102</td><td>61</td><td>1,272</td><td>137</td><td></td></tr><tr><td>Overall - Summary</td><td>328</td><td>102</td><td>61</td><td>1,272</td><td>137</td><td></td></tr></table>
Safety and Security	Well-maintained, clean, and safe vehicle fleet	Vehicle maintenance logs Verbal Feedback from users Satisfaction Surveys Vehicle replacement	
Safety and Security	Ensure a safe, secure environment for faculty/staff/students/visitors	Reduced number of criminal incidents	
Safety and Security	Security equipment training - Nasal Narcan Spray, Stop the Bleed Kits, and CPR/AED Training	Rosters Faculty and staff feedback	