














User: gware
SPIRIT_2010_SE

College Goals Report

Edit Goal	Strategic Goal	Strategic Objective	Desired Results	Assessment Method	Actual Assessment Results / Analysis	Use of Results/Improvement
	1.Access and opportunity for student success- Guarantee student access and the opportunity for success.	1.1-Provide dual enrollment opportunities and other partnerships with local secondary school systems.	200 High School Enrollment (Expand dual enrollment and ACCEL opportunities for high school students)	KMS Dual Enrollment Report TCSG Data Center Report #DC 198 FY 2010 College Performance Funding Measures & Benchmarks	257 High School Enrollment Exceeded the desired outcome. Efforts by high school coordinators prove to be effective in developing rapport with high school administrators and counselors. The Summer Educator Academy also helped inform high school personnel of the benefits of technical education..	Summer Academy was extended to the Swainsboro Campus for high school teachers/counselors to provide them with a better understanding of the benefits of technical education for high school students and graduates.
	1.Access and opportunity for student success- Guarantee student access and the opportunity for success.	1.2:Provide services to improve enrollment, retention, graduation, and placement rates.	Ensure Enrollment Management System is followed	Enrollment Management Report KMS Enrollment Reports	4,461 enrolled in FY 2010 1680 FTE Enrollment Management System was encouraged and followed.	Enrollment strategies were developed and implemented. Advertised that Application fees were waived for summer applicants as an incentive to enroll.
	1.Access and opportunity for student success- Guarantee student access and the opportunity for success.	1.2:Provide services to improve enrollment, retention, graduation, and placement rates.	62% Retention rate	TCSG Data Center Report #DC 198 FY 2010 College Performance Funding Measures & Benchmarks	66.8% Retention rate (264/395) Retention efforts increased 4.8% over projected	Academic Affairs administrators will implement retention goals for FY 2011 for programs experiencing attrition problems. The rates will be assessed in the program specific plans.
	1.Access and opportunity for student success- Guarantee student access and the opportunity for success.	1.2:Provide services to improve enrollment, retention, graduation, and placement rates.	52% Graduation Rate	TCSG Data Center Report #DC 198 FY 2010 College Performance Funding Measures & Benchmarks	52.0% (1,221/2,349) Projected graduation rate was reached. Serving a low socio-economic area increases the odds for a student not to complete a program within anticipated timeframes. Unforeseen obstacles typically prevent these students from graduating on time. Students may drop out for two or more quarters before being able to return and finish their studies.	Early alerts to assist students to completion were continued. An emergency assistance funds policy was also proposed to the Foundation. Financial burdens often prevent students from graduation.
	1.Access and opportunity for student success- Guarantee student access and the opportunity for success.	1.2:Provide services to improve enrollment, retention, graduation, and placement rates.	84% Job Placement Rate	TCSG Data Center Report #DC 198 FY 2010 College Performance Funding Measures & Benchmarks	Job placement rate is not available Job placement rate provided by DOL for the WIA data match of the previous year	NA - Placement rate not yet available
	1.Access and opportunity for student success- Guarantee student access and the opportunity for success.	1.2:Provide services to improve enrollment, retention, graduation, and placement rates.	1400 FTE	TCSG Data Center Report #DC 198 FY 2010 College Performance Funding Measures & Benchmarks	1681 FTE An almost 16% increase over the projected FTE for FY 2010. Downturn of the economy caused more people to go to college since jobs were not available. TCSG as a whole has experienced record enrollment.	Enrollment Management Plan was implemented on the Swainsboro Campus.
	1.Access and opportunity for student success- Guarantee student access and the opportunity for success.	1.3:Provide adult education opportunities to improve educational advancement.	Develop a program to enhance GED graduates' transition to technical education programs	GALIS National Report KMS Report	The transition rate increased by .1% over FY'09. Instructors provided program information in the Centers for students. Academic Affairs provided workshops quarterly. Instructors provided program information in the Centers for students. Academic Affairs provided workshops quarterly.	An adult education Transition Specialist position will be created and provide 20 hours weekly/multiple visits in the 8 county service area.
	1.Access and opportunity for student success- Guarantee student access and the opportunity for success.	1.3:Provide adult education opportunities to improve educational advancement.	2000 Adult Education Enrollment in NRS (ABE/ASE/ESL)	TCSG Data Center Report #DC 198 FY 2010 College Performance Funding Measures & Benchmarks	1850 enrolled in NRS (ABE/ESL) Federal enrollment was down due to the loss of the ESL program. ESL students must provide documentation they are eligible for our program services. The enrollment was less than the desired goal.	Will implement a PR campaign to reach the hard to serve (low skilled, single parents, under-age youth, and non-English speaking)
	1.Access and opportunity for student success- Guarantee student access and the opportunity for success.	1.3:Provide adult education opportunities to improve educational advancement.	800 Level Completions in NRS (ABS/ASE/ESL)	TCSG Data Center Report # DC198 FY 2010 College Performance Funding Measures & Benchmarks	657 Level Completions for FY '10 The State changed the post-testing guidelines in October 2009. Students must complete 60 hours of instruction before they can be post-tested.	An Exception Form was created to allow students to be post-tested prior to completing 60 hours. The program will utilize the form in an effort to meet our FY'11 goal.
	1.Access and opportunity for student success- Guarantee student access and the opportunity for success.	1.3:Provide adult education opportunities to improve educational advancement.	450 GED Graduates	TCSG Data Center Report # DC198 FY 2010 College Performance Funding Measures & Benchmarks	547 GED graduates Exceeded the number of GED projected graduates by 97 .	A new GED testing policy was implemented in FY'10. GED testing is offered in all 8 counties in the service area. The program will continue this policy.
	1.Access and opportunity for student success- Guarantee student access and the opportunity for success.	1.3:Provide adult education opportunities to improve educational advancement.	25% GED to Technical College Transition Rate	TCSG Data Center Report # DC198 FY 2010 College Performance Funding Measures & Benchmarks	25.1% GED to Technical College Transition rate Exceeded goal by .1%	Will provide a transition specialist to visit the 8 county service area multiple times quarterly and provide program enrollment and financial aid information. The Transition Specialist position will result in a 1.5% increase each year in the number of adult education students who transition to post-secondary.
	1.Access and opportunity for student success- Guarantee student access and the opportunity for success.	1.4:Provide options and collaborations with business and industry, other institutions of higher learning, and other state agencies.	Collaborate with other higher education institutions, DOL and Workforce Investment Board to better serve clientele.	Collaborations/agreements DOL Reports	Received confirmation for Georgia Southern University of courses they will accept Received a draft from East Georgia College of courses they will accept. Making progress toward a more seamless education.	Will be persistent in collaborations with EGA to establish the list of courses they will accept.
	1.Access and opportunity for student success- Guarantee student access and the opportunity for success.	1.4:Provide options and collaborations with business and industry, other institutions of higher learning, and other state agencies.	Start a Career Academy/Early College on Vidalia Campus.	Career Academy Enrollment	Dr. Barbara Christmas was hired to coordinate development of the Career Academy. 189 students enrolled in classes Winter semester - includes dual enrollment with the college, ACCEL and high school career academy classes Startup up of Career Academy/Early College has been successful.	Collaborated with area schools to promote career academy. Will encourage other school systems to consider this option.
	1.Access and opportunity for student success- Guarantee student access and the opportunity for success.	1.6:Assure student learning is achieved.	Implement an exit exam for each credit program and for each college-level general education competency	Program Assessment Results General Education Competency Assessment Results	Capstone course for all programs identified Program exit exams developed Gen Ed Competency Exams identified/implemented Charts of programs/capstone courses/exams available Chart of Gen Ed Competency Exams/Required Scores available Graduates are better prepared for the job market.	General Education Competency Score report was developed to assist administration in evaluating achievement. Plans are to develop a system for the program exit exam scores.
	2.Workforce for economic vitality-Build Southeastern Georgia's workforce for economic vitality.	2.1:Provide economic development and community services that support attracting business and industry, creating, expanding, and retaining jobs.	Visit business/industry, chambers, development authorities, and civic/professional organizations in new SDA to determine needs.	Economic Development Monthly Activity Reports Community/Professional Activities Report	Community Meetings FY 2010 2009 Community Meetings Attended During the Month of July July 1 Chicken of the Sea Groundbreaking -D. Yarbrough July 2 Jenkins County Collaborative Meeting -Janene Betts July 6 Tattall - Small Business Services -D. Yarbrough July 8 Training Coord., Early Start Care Resource and Referral -Dr. Thornton July 9 Bank of Wrightsville -Dr. Thornton July 14 Exec. Director of Jenkins Co. Chamber of Commerce -Dr. Thornton July 16 Exec. Director of Emanuel Co. Chamber of Commerce -Dr. Thornton July 16 Toombs Co. Development Authority -D. Yarbrough July 21 Johnson Co. CTC Visit -T. Jenkins July 28 School System/City Tours Matter -D. Yarbrough July 27 Emanuel County Development After Hours -Dr. Thornton July 29 Candler County After Hours -Dr. Thornton August 2009 Community Meetings Attended During the Month of August 8/3 Matter - Candler Development Authority -David Yarbrough 8/5 Chairman, Treutlen County Commissioners -Dr. Thornton 8/10 Crider Poultry, Stillmore -Dr. Thornton 8/17 Tri-CREST Luncheon - Vidalia - David Yarbrough 8/18 Crider Poultry, Stillmore-Dr. Thornton	Attend community meetings to solicit feedback related to the effectiveness of economic development and community services.

8/18 Treutlen County Development Authority -Dr. Thornton
 8/18 Congressional Luncheon – Perry David Yarbrough
 8/19 Toombs - Montgomery Retailer Meeting -David Yarbrough
 8/20 Emanuel County Job Fair -Dr. Thornton/Janene Betts
 8/20 Toombs County Development Authority -David Yarbrough
 8/25 Toombs - Montgomery Chamber Board Meeting -David Yarbrough
 8/25 DOT Foods Tour – TCDA -David Yarbrough
 8/25 Toombs - Montgomery Retailer Meeting -David Yarbrough
 8/25 Work Ready Testing Metter High School in Candler Co. -Janene Betts
 8/26 Metter Airport Dedication -David Yarbrough
 8/26 Meadows Hospital Ground Breaking -David Yarbrough
 8/31 CTC Meeting in Wrightsville -Tommy Jenkins
 September 2009
 Community Meetings Attended During the Month of September
 9/1 Jenkins County WorkReady Collaborative Meeting -Dr. Thornton/Janene Betts
 9/10 Emanuel County Chamber of Commerce -Dr. Thornton
 9/15 Business After Hours - Wrightsville -Dr. Thornton
 9/17 Wrightsville/Johnson County Chamber of Commerce Meeting -Dr. Thornton
 9/22 Met with Chairman of the Treutlen County Commissioners -Dr. Thornton
 9/24 Participated in Emanuel City COC/Joint Dev. Auth. Golf Tournament -Dr. Thornton
 9/28 Jenkins County Development Authority -Dr. Thornton
 9/1 STC Credit Program Advisory Committee -D. Yarbrough
 9/2 Metter-Candler County Dev. Authority -D. Yarbrough
 9/8 Tattall chamber Business After Hours -D. Yarbrough
 9/10 Toombs-Montgomery Retailers Committee -D. Yarbrough
 9/16 VP Meeting - Savannah -D. Yarbrough
 9/2 ASTA- Job Profiling -D. Yarbrough
 9/24 Georgia Work Ready Meeting -D. Yarbrough
 9/30 Mystery Shopping Coordination -D. Yarbrough
 October 2009
 Community Meetings Attended During the Month of October
 10/1 Jenkins County Work Ready Town Meeting -Dr. Thornton/Janene Betts
 10/8 Wrightsville/Johnson County Chamber of Commerce Meeting -Dr. Thornton
 10/22 Business After Hours - Wrightsville -Dr. Thornton
 10/28 Golden Opportunity Grant Meeting, Macon, GA -Dr. Thornton/Janene Betts
 10/6 EP Professional Development Day – Macon -David Yarbrough
 10/20 Toombs-Montgomery Retail Committee -David Yarbrough
 10/21 Glennville – Tattall Leadership -David Yarbrough/Susan Rustin
 10/24 Glennville Rotary Auction -David Yarbrough
 10/7,21,28 Vidalia Rotary -David Yarbrough
 November / December 2009
 Community Meetings Attended During the Month of November and December
 11/10 Work Ready Administrator Conference Call - Janene Betts
 11/2 Work Ready Award Luncheon in Atlanta -Dr. Thornton/Janene Betts
 11/3 Jenkins County Work Ready -Dr. Thornton/Janene Betts
 11/10 Wrightsville/ Business After Hours -Dr. Thornton
 11/18 Crider Poultry -Dr. Thornton
 11/18/09 Work Ready Night for the General Public -Dr. Thornton/Janene Betts
 11/19 Metter Bank -Dr. Thornton
 12/2 Adult Education Advisory Board Meeting -Janene Betts
 12/8 Rotary Club Meeting -Dr. Thornton
 11/4,11, 12/2,9,15 Vidalia Rotary Club Meeting -David Yarbrough
 12/4 Metter/Candler Development Authority -David Yarbrough
 11/5 VCHS Vocational Advisory Committee -David Yarbrough/Susan Rustin
 11/9 STC Pre Legislative Meeting -David Yarbrough
 11/19 Toombs Montgomery Retail Committee -David Yarbrough
 11/18 Toombs Development Planning Retreat -David Yarbrough
 11/19 Tattall Farm/City Day -David Yarbrough
 12/2 Metter/Candler Development Authority -David Yarbrough
 12/16 Work Ready Administrative Conference Call -David Yarbrough
 12/8 Business After Hours -David Yarbrough
 January 2010
 Community Meetings Attended During the Month of January
 12/2/09 Adult Education Advisory Committee Meeting - Janene Betts
 1/14/10 Jenkins County Family Enrichment Meeting - Janene Betts
 1/14/10 Strategic Meeting Emanuel County -Dr. Thornton
 1/21/10 Candler County Chamber Banquet -Dr. Thornton/ D. Yarbrough
 1/21/10 Economic Outlook Luncheon -Dr. Thornton/ D. Yarbrough
 1/5/10 Pre Legislative Breakfast Toombs Co.-David Yarbrough
 1/19/10 Toombs-Montgomery Retail Committee Meeting -David Yarbrough
 1/19/10 Metter Rotary – Dual Enrollment -David Yarbrough
 1/19/10 Tattall Business After Hours -David Yarbrough
 1/28/10 Economic Outlook Luncheon -David Yarbrough
 February 2010
 Community Meetings Attended During the Month of February
 2/4/10 Chamber Banquet in Emanuel County -Dr. Thornton & D. Yarbrough
 February Rotary Club Meeting -Dr. Thornton
 2/11/10 Swainsboro Chamber Meeting -Dr. Thornton
 2/18/10 Johnson County Chamber Banquet -Dr. Thornton & D. Yarbrough
 2/18/10 Georgia Academy for Economic Development -Dr. Thornton
 2/20/10 Eggs & Issues in Emanuel County -Dr. Thornton
 2/17/10 Crider Poultry -Dr. Thornton & D. Yarbrough
 2/16/10 Treutlen County Development Authority Meeting -Dr. Thornton
 2/17/10 Work Ready Administrator Meeting -Janene Betts
 2/27/10 Jenkins County Enrichment Center Banquet -Janene Betts
 2/3 & 24/10 Rotary – Vidalia -D. Yarbrough 2/9/10 Rick Perkins Award -D. Yarbrough & Dr. Thornton
 2/11/10 RCF Technologies -D. Yarbrough
 2/16/10 Toombs Montgomery Retail Committee -D. Yarbrough
 2/16/10 Meadows Regional – Work Ready -D. Yarbrough
 2/18/10 Small Business Finance Workshop – Fort Valley -D. Yarbrough
 2/18/10 Toombs County Development Authority -D. Yarbrough
 2/25/10 STC Board Meeting – Millen -D. Yarbrough
 2/27/10 Eggs & Issues – Metter -D. Yarbrough
 March 2010
 Community Meetings Attended During the Month of March
 March 1, 8, 15, 22 Rotary Emanuel County -Dr. Thornton
 March 1 Division Meeting -All March 2 Jenkins County Collaborative Meeting -Dr. Thornton, Janene Betts
 March 3 Work Ready Meeting with the COE of Candler County Hospital -Dr. Thornton
 March 5 Wrightsville/Johnson Development Authority -Dr. Thornton & David Yarbrough
 March 11 Swainsboro/Emanuel County Chamber Board -Dr. Thornton
 March 16 Work Ready Administrator Conference Call -David Yarbrough
 March 18 GAED Class -Dr. Thornton
 March 22 Annual Staff Development Meeting -All
 March 25 Jenkins County Chamber Banquet -Dr. Thornton & David Yarbrough
 March 25 Work Ready Conference Call -Janene Betts & David Yarbrough
 March 1 Toombs Business Tour – Meridys -David Yarbrough
 March 2 & 3 Entrepreneur Summit -David Yarbrough
 March 4 Health Info Tech Webinar -David Yarbrough
 March 4 Tattall Chamber Banquet -David Yarbrough
 March 10, 17, 24 Rotary - Vidalia David Yarbrough
 March 11 Meadows Regional – Work Ready David Yarbrough
 March 16 Lunch and Learn – Banking w/ Small Business David Yarbrough
 March 18 Toombs County Development Authority David Yarbrough
 March 23 Toombs Montgomery Retail Committee David Yarbrough
 March 25 STC Board Meeting - Soperton David Yarbrough
 March 31 Toombs Business Tour – Chicken of the Sea David Yarbrough
 April 2010
 Community Meetings Attended During the Month of April
 4/5,12,19,26 Rotary Emanuel County -Dr. Thornton 4/14 Gloria Bennett, Savannah
 CCR&R -Dr. Thornton/Janene Betts
 4/15 MAW Luncheon Atlanta -Dr. Thornton, Janene Betts, D. Yarbrough
 4/21 Career Day Job Fair STC Swainsboro Campus -Dr. Thornton
 4/29 GAED -Dr. Thornton
 4/1 VCHS Vocational Programs Advisory Meeting -David Yarbrough
 4/6 GSU Entrepreneurial Leadership -David Yarbrough
 4/9 Crider – Maintenance Assessments -David Yarbrough
 4/14,21,28 -Rotary - Vidalia -David Yarbrough 4/20 Toombs Retail Committee -David Yarbrough
 4/27 Concerted Services Focus Group Meeting -Baxley -David Yarbrough
 4/29 Department of Corrections Partner Award -Forsyth -David Yarbrough & Richard Petty
 May 2010
 Community Meetings Attended During the Month of May
 5/3,10,17,24/10 Rotary Emanuel County -Dr. Thornton 5/4/10 Jenkins County Collaboration Meeting -Dr. Thornton
 5/5/10 Plant Vogtle Waynesboro -Dr. Thornton
 5/27/10 GAED -Dr. Thornton
 5/17/10 WorkReady Testing Metter High School -J. Betts
 5/5/2010 Metter Development Authority -David Yarbrough
 5/12&19/2010 Rotary – Vidalia -David Yarbrough
 5/25/2010 Toombs Retail Committee -David Yarbrough
 5/12/2010 Job Profile Refresher -David Yarbrough
 5/13/2010 Annual Foundation Donor Appreciation Dinner -David Yarbrough & Richard

					<p>Thornton 5/20/2010 STC Board Meeting - Swainsboro -David Yarbrough June 2010 Community Meetings Attended During the Month of June 6/3/10 Business After Hours, Swainsboro -Dr. Thornton 6/8/10 Work Ready Conference Call -Dr. Thornton & Janene Betts 6/15/10 Team Leader meeting, Dublin -Dr. Thornton 6/17/10 Graduation, Swainsboro -Dr. Thornton & Janene Betts 6/22/10 Golden Opportunity Grant Conference Call -Dr. Thornton & J. Betts 6/24/10 Division Meeting -Dr. Thornton & J. Betts 6/2,9,16,30/10 Rotary - Vidalia -David Yarbrough 6/2/10 Metter/Candler Development Authority -David Yarbrough 6/3/10 Toombs Development Authority - Hamilton ITC -David Yarbrough 6/4/10 Q2S Training -David Yarbrough 6/15 & 17/10 Graduation (Vidalia & Swainsboro) -David Yarbrough 6/22/10 Tattall Business After Hours -David Yarbrough 6/24/10 Work Ready Team Leader Meeting (Jesup)-David Yarbrough 6/10/10 Jenkins County Report -David Yarbrough</p> <p>All 8 counties were visited extensively during the year. Economic situation hinders growth at this time. Visits will pay off once the economic downturn has ended.</p>	
	 <p>2.Workforce for economic vitality-Build Southeastern Georgia's workforce for economic vitality.</p>	<p>2.1:Provide economic development and community services that support attracting business and industry, creating, expanding, and retaining jobs.</p>	<p>Meet training needs of Chicken of the Sea. Meet training needs of Southern Company Nuclear Energy Plants. Meet training needs of Department of Corrections.</p>	<p>Customized Training Report Continuing Education Report</p>	<p>Customized training and services were provided for a total of 11,433 individuals during the year. Assisted 123 new and existing small businesses 8+ computer certifications were awarded at Smith State Prison</p> <p>Current training needs in the community were met.</p>	<p>Provide opportunities for more companies to receive customized contract training to meet their employee's training needs</p>
	 <p>2.Workforce for economic vitality-Build Southeastern Georgia's workforce for economic vitality.</p>	<p>2.1:Provide economic development and community services that support attracting business and industry, creating, expanding, and retaining jobs.</p>	<p>55 Companies Trained - Customized Contract Training:</p>	<p>TCSG Data Center Report # DC 198 College Performance Funding Measures & Benchmarks FY 2010</p>	<p>60 companies training for customized contract training</p> <p>Exceeded the desired number of companies trained by 5</p>	<p>Promoted customized contract training via industry visits/community functions.</p>
	 <p>2.Workforce for economic vitality-Build Southeastern Georgia's workforce for economic vitality.</p>	<p>2.1:Provide economic development and community services that support attracting business and industry, creating, expanding, and retaining jobs.</p>	<p>42,000 Total Trainee Contact Hours: Customized Contract Training</p>	<p>TCSG Data Center Report #DC 198 FY 2010 College Performance Funding Measures & Benchmarks</p>	<p>37,755 total trained contract hours for customized contract training</p> <p>Due to the economic situation across the service delivery area, companies requested fewer training hours for their business needs.</p>	<p>Built relationships with businesses, industries, and agencies to provide the customized contract training they require.</p>
	 <p>2.Workforce for economic vitality-Build Southeastern Georgia's workforce for economic vitality.</p>	<p>2.3:Provide Certified Work Ready program.</p>	<p>Expand Certified Work Ready program.</p>	<p>Work Ready Certification Report</p>	<p>927 Work Ready assessments were conducted during the year More certificates were awarded as displayed by the Work Ready website (http://www.gaworkready.org/ - Certificates Earned By County)</p> <p>Certified Work Ready Program is expanding in each of the counties within the Southeastern Tech delivery area.</p>	<p>Support Work Ready initiative - Consider supplemental funding and grant programs to support the initiative</p>
	 <p>2.Workforce for economic vitality-Build Southeastern Georgia's workforce for economic vitality.</p>	<p>2.4:Provide credit programs to match workforce needs/strategic industries.</p>	<p>Start new programs: Cosmetology (Glennville Campus) Automotive Technology (Vidalia Campus) Commercial Truck Driving (Swainsboro Campus) Registered Nursing.</p>	<p>Strategic Industry Report</p>	<p>TCSG Report #AP14 Wildlife Preserve Assistant - Vidalia and Glennville 201003; Commercial Truck Driving -Swainsboro Campus 201003.</p> <p>Southeastern now has 32 total approved programs in a Strategic Industry. The College has at least one program in each strategic industry with the exception of the Aerospace category for which STC has no programs. Southeastern has the most programs in the Healthcare strategic industry.</p>	<p>Plans approved for Glennville classroom building. Automotive building under construction. Implemented CTD on Swainsboro Campus. ADN program development in beginning stages.</p>
	 <p>3.Organizational development-Enhance the College's organizational development in terms of its educational delivery, facilities and equipment, and internal workforce.</p>	<p>3.1:Maximize efficiency and effectiveness in the delivery of programs and services.</p>	<p>Establish bookstore on Swainsboro Campus.</p>	<p>Bookstore</p>	<p>The old Swainsboro Campus bookstore was totally renovated/refurbished and opened for business Summer quarter 2009. The bookstore is managed by STC Administrative Services division.</p> <p>Student Perception of Services survey results indicate an increased satisfaction of bookstore services.</p> <p>Swainsboro Campus bookstore was established successfully.</p>	<p>The old Swainsboro Campus bookstore location which was formerly operated by a contractor was totally renovated/refurbished and opened for business Summer quarter 2009.</p>
	 <p>3.Organizational development-Enhance the College's organizational development in terms of its educational delivery, facilities and equipment, and internal workforce.</p>	<p>3.2:Expand human resources services to enhance internal workforce.</p>	<p>Expand Human Resources (HR) processes, policies and practices.</p>	<p>HR Policy Manual</p>	<p>Developed and implemented new Full-Time and Part-Time Employee HR Checklists Employee Self Service Module Instructions disseminated on the Intranet. Self-calculating Employee Weekly Time Report developed/implemented. FLSA Employee Notification Form developed/disseminated Employee Handbook was developed/disseminated on the Intranet.</p> <p>Use of checklists helped ensure new employees receive appropriate orientation and adequate training to be a successful employee. Making the Forms/reports/handbook available online improved efficiency.</p>	<p>Refined checklists as needed during the first year of implementation. Policies/procedures will be developed and implemented as needed.</p>
	 <p>3.Organizational development-Enhance the College's organizational development in terms of its educational delivery, facilities and equipment, and internal workforce.</p>	<p>3.3:Provide safe and secure campuses.</p>	<p>Implement priorities in Safety/Security Plan.</p>	<p>Safety Reports</p>	<p>There were no significant security incidents reported on any campus in FY2010. There were a few reports of petty theft of text books and other small items. There were three injuries reported that resulted in employees missing some work time.</p> <p>Although these results were better than the surrounding communities, we can improve.</p>	<p>More security cameras are being installed. Faculty and staff continue to place strong emphasis on safety and security for their students. Safety and security items are being covered at staff development training. Campus security officers are part of the TCSG security peer group and attend meetings/training on a recurring basis. Tactical communications have been upgraded to allow quicker response in the event of emergencies.</p>
	 <p>3.Organizational development-Enhance the College's organizational development in terms of its educational delivery, facilities and equipment, and internal workforce.</p>	<p>3.4:Manage financial resources efficiently and effectively.</p>	<p>Improve internal control documentation.</p>	<p>Audit Report</p>	<p>The College received an Unqualified Opinion (no findings) on the Annual Audit Report.</p> <p>All state and federal grant guidelines were followed properly. The College's budget was set very conservatively and therefore, we were able to carryforward about \$675,000 to add to our total reserves in preparation of the Quarter to Semester conversion.</p>	<p>The College's budgeting process is reviewed annually to ensure that all units of the college has input into the final budget.</p>
	 <p>3.Organizational development-Enhance the College's organizational development in terms of its educational delivery, facilities and equipment, and internal workforce.</p>	<p>3.5:Manage facilities and construction processes to maximize conservation and environmental initiatives, space utilization, campus efficiencies, and capital outlay planning.</p>	<p>Develop a plan to effectively monitor utility usage.</p>	<p>Utility Efficiency/Usage Report</p>	<p>Total energy kilowatt hour usage was down in FY 2010 approximately 11% from FY 2009 figures.</p> <p>Combination of 4 day work week and aggressive temperature control have been largely responsible for this reduction in energy use. Costs per kw hour have continued to increase so actual dollar costs have risen slightly.</p>	<p>Director of Facilities personally monitors energy usage on a weekly basis to look for trends and patterns that may offer further marginal savings. Bids are out for a major energy efficiency upgrade on the Swainsboro Campus. Work should be completed before next Summer's cooling season and will result in a significant lowering of energy kw hour usage.</p>
	 <p>3.Organizational development-Enhance the College's organizational development in terms of its educational delivery, facilities and equipment, and internal workforce.</p>	<p>3.5:Manage facilities and construction processes to maximize conservation and environmental initiatives, space utilization, campus efficiencies, and capital outlay planning.</p>	<p>Master Campus Plan: a. Construct Glennville Classroom building b. Construct Automotive Technology--Career Academy/Early College building (Vidalia) c. Accomplish renovation priorities on all campuses d. Landscape Dental Hygiene building (Vidalia) and improve landscaping on all campuses e. Obtain funding for Health Sciences building (Swainsboro) f. Obtain funding to purchase land adjacent to Vidalia campus g. Determine facility needs for growth.</p>	<p>Master Campus Plan - Project Status Report</p>	<p>Glennville classroom building is out for bids. Construction should be complete by the end of CY 2011. The Automotive Technology/Career Academy building is under construction and on track for a May 2011 completion. Several classroom renovations have been completed and more are scheduled. Landscaping is in progress on the Swainsboro Campus and has been completed on the Vidalia Campus Dental Building. STC has been approved for \$500,000 for planning and design of the new Health Sciences/Library Building on the Swainsboro Campus. Contact has been established with the land owner concerning purchase/donation of land adjoining the Vidalia Campus.</p> <p>We are fortunate to live in a state that recognizes the importance of continuing to fund capital outlay (new construction) and major repair and renovation (MR&R) projects. Even in these austere economic times we continue to work diligently to provide the very best physical learning environment we can for our students.</p>	<p>Allied Health/Library building design was submitted in Capital Outlay. STC will continue to properly maintain, improve and upgrade our facilities and infrastructure.</p>
	 <p>3.Organizational development-Enhance the College's organizational development in terms of its educational delivery, facilities and equipment, and internal workforce.</p>	<p>3.6:Assure that the College maintains innovative, cutting-edge technology and equipment to improve operations and enhance student learning.</p>	<p>Expand data connectivity between Vidalia and Swainsboro.</p>	<p>Fiber optic connectivity</p>	<p>High speed/high volume fiber connection between the Swainsboro and Vidalia Campuses has been completed. Also the Vidalia Economic Development Center has been connected to the fiber</p> <p>This new capability has significantly reduced processing times and increased communications between our campuses.</p>	<p>STC will continue to reap the benefits of this connection to further improve educational services and opportunities for our students. This fiber connection is also available to business and industry in our service area along its</p>

						route
	3.Organizational development-Enhance the College's organizational development in terms of its educational delivery, facilities and equipment, and internal workforce.	3.6:Assure that the College maintains innovative, cutting-edge technology and equipment to improve operations and enhance student learning.	Revise Technology Plan	Technology Plan	Working group has been formed and is in progress on the first major revision to the Technology Plan since before the merger. New draft plan will be ready for college-wide review in early CY 2011.	New draft Technology Plan to be presented for college-wide review in early CY 2011. It is critical that we stay abreast of the latest technology for our employees and especially our students. Modern technology helps us do our jobs better and enables us to produce highly trained and qualified graduates for the high tech jobs of today
	3.Organizational development-Enhance the College's organizational development in terms of its educational delivery, facilities and equipment, and internal workforce.	3.7:Assure that the administration of the College is customer focused in attaining the vision, reaching the goals and supporting the implementation of the strategic plan.	Develop and implement an internal Team Building Plan (to include Board and Foundations) to assist with merger.	Team Building Plan	Team Building activities incorporated into staff development activities and divisional meetings. Executive Council took the Myers/Briggs at EC Planning Day in August. A draft Team Building Journey document was reviewed, but the EC deemed a team building to be an ongoing activity. Therefore, a written plan will not be developed at this time. This outcome will be deleted. The EC deemed a team building to be an ongoing activity. Therefore, a written plan will not be developed at this time. This outcome will be deleted.	This outcome will be deleted and not assessed in the next fiscal year..
	3.Organizational development-Enhance the College's organizational development in terms of its educational delivery, facilities and equipment, and internal workforce.	3.7:Assure that the administration of the College is customer focused in attaining the vision, reaching the goals and supporting the implementation of the strategic plan.	Continue to review/revise all policies, procedures, plans, and manuals to assist merger.	Policy Review Assignment Calendar	President's Review Calendar updated monthly. Reminders sent monthly. New online Policy Guide database was developed Plans/procedures/manuals were revised per the schedule on the President's Review Calendar. Calendar Reminders were emailed to all members of the Executive Council, as well as other key personnel each month by the Institutional Analyst/Research Coordinator. These reminders contained a Policies and Procedures section which identified each policy, procedure, and exhibit that must be reviewed and the employee responsible. Information for these reminders came directly from the President's Review Calendar. The appropriate VP, the Provost, or the President presented needed changes to the Executive Council. This presentation help all members of STC's leadership stay current with updates. Updates to Policy then had to be approved by the Local Board of Directors. Although not a significant problem, a time delay was noticed from initial approval of a review or revision and the change being made on the website.	The checklist and Calendar Reminders continue to be used to document updates to the Policy Guide. To shorten the length of time between approval and website changes, the VPIE will now give meeting updates to the Institutional Analyst/Research Coordinator concerning policy/procedure approvals. This will eliminate the need to wait on information published only in the meeting minutes.
	3.Organizational development-Enhance the College's organizational development in terms of its educational delivery, facilities and equipment, and internal workforce.	3.7:Assure that the administration of the College is customer focused in attaining the vision, reaching the goals and supporting the implementation of the strategic plan.	Implement new Strategic Plan.	SPIRIT Reports	FY 2010 Strategic Plan was developed and implemented July 1, 2010. Ongoing strategic planning is documented in SPIRIT. The Strategic Plan was implemented and is ongoing in SPIRIT. The administration is customer focused in supporting the plan.	Administrators took charge of the plans for their respective divisions. Help sessions were conducted to assist units in writing more outcomes to improve student learning. Student Affairs hosted a session with Michael Fulford, an expert in SA student outcomes. Academic Affairs administrators worked one-on-one to review and offer refinements to program and student learning outcomes. Plans were also assessed with the SLO Rubric by the IE office.
	4.Visibility, value, and support-Improve the visibility, recognized value, and support of Technical Education, Adult Education, and Workforce Training for all citizens in Southeastern Georgia.	4.1:Brand and sell the College as a first choice, first class educational experience with positive employment and education outcomes.	Develop a new Marketing Plan.	Marketing Plan development Website, publications, radio spots, television, newspapers, etc.	Twitter page for Southeastern Tech Facebook page for Southeastern Tech Social networking interface on webpage Marketed STC events and announcements via twitter and facebook 11 presentations to civic and community groups made by various STC staff, including the President Approximately 15 ads placed in print media. Two ceremonies to celebrate the merger were well covered by media outlets. A merger page with updated information was placed on the website for students, community and media to use. Marketing Plan was well implemented and incorporated the latest forms of advertising to reach potential students.	Used electronic media to promote the College. e-brochures were developed for use on the website that are tailored to student profiles/demographics. The number of e brochures downloaded in the next fiscal year will be monitored to determine the viability of this method of marketing.
	4.Visibility, value, and support-Improve the visibility, recognized value, and support of Technical Education, Adult Education, and Workforce Training for all citizens in Southeastern Georgia.	4.2:Maintain COC and appropriate program accreditations.	Complete Compliance Audit and host a COC visit. Maintain COC accreditation. Maintain current program certifications/accreditations.	Accreditation Reports	COC Compliance Certification developed. No Recommendations COC visit September 14-16, 2009 Successful! Successful SACS Substantive Change - Merger Visit. Since the accreditation is retroactive to January 2008, the reaffirmation is June 2013; therefore, it will be necessary to begin the timelines for reaffirmation.	The SACS Reaffirmation Timeline and QEP Topic Selection Timelines were developed and disseminated. Assignments for the Compliance Certification were also developed. Work in progress.
	4.Visibility, value, and support-Improve the visibility, recognized value, and support of Technical Education, Adult Education, and Workforce Training for all citizens in Southeastern Georgia.	4.3:Build private financial support and increase alternative funding sources for the College.	Work with Foundations while they go through merger process. Research and apply for grants.	Foundation Donor Listing Grants Received	Met with both Foundations as well as TCSG Foundation contacts. Applied for and received Mill Creek Foundation grants. \$5000 Merger of the Foundations was a success.	The merger of the Southeastern Technical College Foundation and the Greater Swainsboro Technical College Foundation to the new Southeastern Technical College Foundation was a success. This merger was official as of January 1, 2010.
	4.Visibility, value, and support-Improve the visibility, recognized value, and support of Technical Education, Adult Education, and Workforce Training for all citizens in Southeastern Georgia.	4.3:Build private financial support and increase alternative funding sources for the College.	Develop an Institutional Advancement Plan and Procedures Manual	Institutional Advancement Plan and Procedures Manual	Plan development is in progress. Plan still in progress.	New Director of Institutional Advancement now has responsibility to develop the Institutional Advancement Plan and Procedures Manual in FY 2011.
	4.Visibility, value, and support-Improve the visibility, recognized value, and support of Technical Education, Adult Education, and Workforce Training for all citizens in Southeastern Georgia.	4.4:Provide a system of research and assessment to present value-added data for monitoring, analyzing, planning, and decision making.	Ensure Institutional Effectiveness Plan is followed.	Successful implementation: security setup and fully functioning IE System - SPIRIT includes all the information database functions	FY 2010 IE Plan was implemented July 1, 2009. IE Plan website was introduced. SACS/COC Substantive Change Committee commended the College for its foresight in implementing its web-based institutional effectiveness system (SPIRIT). With a lot of teamwork, the basics of the IE Plan were followed easily and successfully during the merger.	The TIER Team will be utilized to review and provide input on how to improve the system.