

**LORD FAIRFAX COMMUNITY COLLEGE
STRATEGIC PLAN
2004-2007**

GOAL 1 – to define, develop, and implement an excellent teaching and learning environment.

STRATEGIC GOAL	ACTIONS	IMPLEMENTATION STEPS	BUDGET NEEDED	FACILITIES NEEDED/TECHNOLOGY	INDIVIDUALS RESPONSIBLE	DUE DATE
Teaching and Learning Define, develop, and implement an excellent teaching and learning environment.	I. Conduct a comprehensive review of academic quality and identify areas of enhancement.	A. Learning Outcomes	\$57,60 Release time for A. and B..	Meeting Rooms	Program Leaders	May 2007
		B. Program review	See Above	Meeting Rooms	Program Leaders	May 2007
		C. SACS core requirements	\$43,200 Release time for C., D., & E.	Meeting Rooms	SACS Team Leaders	May 2007
		D. SACS comprehensive standards	See Above	Meeting Rooms	SACS Team Leaders	May 2007
		E. SACS Federal requirements	See Above	Meeting Rooms	SACS Team Leaders	May 2007
	II. Improve quality of teaching and learning resources and services.	A. Science building	\$1,000,000 Bond money	Meeting Rooms	VP of Learning VPFAS	Summer 2007
		B. Access to state-of-the-art labs	Budget included in A.	Meeting Rooms	VP of Learning VPFAS	Summer 2007
		C. Technology support	\$400,000	Storage/Training Rooms	Directory of Technology Services	December 2006
		D. LRC	\$175,000 (MC & FC)	Shelving	Director of LRC	May 2007
		E. Distance Learning	\$46,900 – Blackboard Admin. \$29,732 – Support staff	Office Space	Director of Instructional Technology	August 2006
		F. Luray-Page County Center and other off-site locations	\$100,000	Leased Space/Utilities	VP of Learning Director of Luray-Page County Center	May 2007
		G. Tutorial labs (Developmental Math and ESL, shared lab)	\$30,000	Classroom Space	VP of Learning VP of Student Success	August 2006
		H. Curriculum Advisory committees	\$4,000	Meeting Rooms	VP of Learning Instructional Staff	May 2007

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	III. Develop a schedule of classes that improves accessibility through a variety of delivery methods while maintaining quality instruction.	A. Dual enrollment	\$95,000 Director \$38,000 Support Staff \$10,000 Prof. Dev./Travel/ Other	0	Director of High School Outreach	August 2006
		B. Web based instruction (Release time, professional development, travel and brochure)	\$30,000 Includes B., C. and D.	0	VP of Learning Instructional Staff	May 2007
		C. Hybrid classes	See Above	0	VP of Learning Instructional Staff	May 2007
		D. Week-end classes	See Above	0	VP of Learning Instructional Staff	May 2007
	IV. Increase and expand transfer agreements.	A. Review and update existing agreements	0	0	Program Leaders	May 2007
		B. Implement VCCS transfer initiatives	0	0	Program Leaders	May 2007
	V. Continuous improvement in quality of teaching at LFCC.	A. Program leaders to mentor adjuncts	See I.A. and B.	0	Program Leaders	May 2007
		B. Instructional technology training	See II.E.	Training Room	Director of Instructional Technology	May 2007
		C. Professional development for faculty and staff	\$50,000	0	VP of Learning Instructional Staff	May 2007
		D. LRC services and resources	See II.D. above	LRC current	Director of LRC	May 2007
		E. Classroom and lab technology plan	\$250,000 (\$25,000 x 10 rooms)	Meeting Rooms	Deans of Learning Director of Technology Services	May 2007
	VI. Support the two regional Governor's schools.	A. Massanutten Regional	\$500 (travel)	0	Vice President of Learning Director of High School Outreach	August 2006
		B. Mountain Vista	\$500 (travel)	In-Kind – Blackboard, Intranet, Counseling, Technology Services, Custodial, Security, Utilities	Vice President of Learning Director of High School Outreach	August 2006

GOAL 2 – to provide exemplary programs and services to enhance student success.

STRATEGIC GOAL	ACTIONS	IMPLEMENTATION STEPS	BUDGET NEEDED	FACILITIES NEEDED/TECHNOLOGY	INDIVIDUALS RESPONSIBLE	DUE DATE
<p>Student Success Provide exemplary programs and services to enhance student success.</p>	<p>I. Increase retention and graduation rates by at least 5% annually.</p>	<p>A. Establish benchmark retention and graduation rates.</p>	<p>0</p>	<p>Meeting rooms</p>	<p>Vice President of Student Success Director of Institutional Effectiveness</p>	<p>Completed, May 2005</p>
		<p>B. Assign a taskforce to develop and implement a comprehensive retention plan. 1. Attend national student retention conference 2. Analyze available retention data 3. Request needed reports 4. Administer student satisfaction surveys 5. Recommend strategies to increase student retention 6. Fund the recommended retention strategies</p>	<p>\$5,000 0 \$5,000</p>	<p>Meeting rooms</p>	<p>Vice President of Student Success Vice President of Learning Director of Institutional Effectiveness</p>	<p>Completed, November 2004 1. completed July 2005 May, 2006 May, 2006 January, 2007 May, 2007</p>
		<p>C. Design and pilot a comprehensive New Student Orientation Program to follow CCSSE recommendations of "Engage early, engage often" 1. Evaluate pilot model and plan for College-wide implementation in 2007 2. Evaluate College model and revise for future cycles</p>	<p>BP#3 \$20,000 for pilot (combines state and local funds) TBD</p>		<p>Vice President of Student Success Vice President of Learning</p>	<p>April 2006</p>
		<p>D. Pilot LFCC Partners program 1. Design student-mentor program 2. Apply for LFCC Foundation Mini Grant 3. Pilot LFCC Partners program 4. Evaluate program 5. Implement annual program</p>	<p>\$1,000 LFCC Foundation Mini Grant Request Second Mini Grant \$1,000 for Fall 2006 Request local funds \$1,000 Fall 2007</p>		<p>Vice President of Student Success Vice President of College Advancement</p>	<p>Fall, 2005 Fall, 2006</p>

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		<p>E. Establish an academic advising task force to identify and implement an efficient and effective advising system</p> <p>1. Task force recommends advising model pilot</p> <p>2. Establish advising notebooks and web page with resources</p> <p>3. Evaluate pilot, make adjustments, and implement model</p>	<p>\$5,500 (conference/ Benchmark travel)</p> <p>BP#1 Hire/fund 20/hr/week LPCC Counselor (\$22,000)</p> <p>BP#8 Hire part time health professional counselor (\$30,000)</p> <p>BP#4 Faculty Advisor pay 2000 hours @\$25/hour \$50,000 (summer, fall/spring adjunct, multiple locations</p> <p>\$2,500 printing \$5,000 release time for faculty to develop notebooks</p> <p>\$50,000 advisor pay</p>		<p>Vice President of Student Success Vice President of Learning</p>	<p>Completed, November 2004 July, 2005 Multiple conferences attended.</p> <p>Summer, 2006</p> <p>Summer, 2006</p> <p>Fall, 2007</p>
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		<p>F. Evaluate, enhance, and develop support services that are responsive to the needs of at-risk, developmental, and ESL students</p> <ol style="list-style-type: none"> 1. Identify at-risk populations through data analysis 2. Identify learning support for at risk students and high risk courses. 3. Implement learning support in the way of tutors and supplemental learning for 2. 4. Conduct a mental health needs analysis 5. Form Crisis Response Teams 	<p>Learning Center Manager 1500 hours @\$15/hr</p> <p>BP#5 Increase tutoring hours by 1000 @\$8/hr (to include three locations)</p> <p>BP#9 \$1500 for needs analysis \$5000 for training</p>		<p>Vice President of Student Success Learning and Student Success staff Director of Institutional Effectiveness</p>	<p>March 2006</p>
		<p>G. Increase financial aid opportunities</p> <ol style="list-style-type: none"> 1. Develop financial aid awareness campaign for all forms of financial aid 2. Increase scholarship opportunities for students 3. Improve SIS processes for greater efficiency in delivering financial aid 4. Increase staffing to improve service to students 	<p>BP#6 Increase part time staff to full time (\$18,000)</p>			

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		<p>H. Evaluate, enhance, and develop support services that are responsive to the needs of distance learners.</p> <ol style="list-style-type: none"> Analyze enrollment data to identify high risk courses and at risk students in DL courses Implement strategies to improve in course retention Implement technology training for all SDV 100 students Expand testing hours to accommodate the growing needs of distance learning 	<p>\$5,500 (Conference benchmark travel)</p> <p>\$3,600 (Release time for 2 faculty \$1800 X 2)</p> <p>BP#2 Increase Testing Center Coordinators to full time at both campuses. Add 1000 hours of testing assistance at three locations.</p>	Meeting rooms	<p>Director of Distance Learning Instruction and Student Success staff Director of Institutional Effectiveness</p>	August 2007
		<p>I. Form structured learning communities on-campus and online to help students meet individual educational goals.</p> <ol style="list-style-type: none"> Pilot with developmental student cohort Fall 2005 Pilot with SDV 100 and core class Fall 2006 	<p>(\$3,600) (2004-05 Release time for 2 faculty \$1800 X 2) for planning)</p> <p>\$5,000 (grant writing)</p> <p>2005-2007 TBA</p>	Meeting rooms	<p>Vice President of Learning Success Vice President of Student Success Deans of Learning Student Activities Coordinators</p>	<p>December 2005</p> <p>December 2006</p>
		<p>J. Provide a comprehensive program of student activities that promotes academic, cultural and wellness opportunities.</p> <ol style="list-style-type: none"> Hire a full time student activities coordinator for each campus Plan and promote a year long program 	<p>\$88,631 (local funds)</p>	TBD after full program is developed	<p>Director of Student Success Student Activity Coordinator (MC;FC)</p>	<p>October 2005</p> <p>July 2006</p>
		<p>K. Hold semi-annual learning/student success planning meeting</p>	<p>BP#9 \$2500</p>		<p>Vice President of Student Success Vice President of Learning</p>	On-going monthly meetings
		<p>L. Evaluate student success center needs.</p>	<p>\$40,000 (for construction)</p>	Student Success Center space needs at FC and MC.	<p>Vice President of Student Success Vice President of Financial & Administrative Services</p>	March 2005 completed

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		M. Evaluate the need for child care services to help students meet individual educational goals	\$500 (assessment)	TBD depending on assessment results	Director of Student Success Director of Institutional Effectiveness	May 2005
II. Increase in transfer rates annually by at least 5% annually.	A. Benchmark the transfer rates.	0			Director of Institutional Effectiveness	March 2005
	B. Develop a transfer center with appropriate resources.	\$1,000		Student Success Center	Director of Student Success Vice President of Student Success Vice President of Learning Vice President of Financial & Administrative Services Webmaster	Completed December 2005
	C. Provide faculty advisors with current transfer information.	\$2,000 (web support, materials) \$3000 (release time to build web page with appropriate links)		Meeting Rooms	Vice President of Learning Vice President of Student Success Director of Student Success Deans of Learning Webmaster	May, 2006
	D. Conduct annual training sessions for advisors and counselors.	0		Meeting Rooms	Vice President of Learning Vice President of Student Success Director of Student Success Deans of Learning	Annual training sessions conducted
III. Increase job placement rates by at least 5% annually.	A. Develop a comprehensive assessment plan that will identify and establish benchmarks for job placement.	0			Director of Institutional Effectiveness Vice President of Workforce Services Vice President of Learning Counselor for Transfer Programs Tech Prep Director	September 2005
	B. Construct a trend analysis of employment needs.	0			Director of Institutional Effectiveness Vice President of Workforce Services Vice President of Learning Counselor for Transfer Programs Tech Prep Director	September 2005
	C. Hire a part time job placement coordinator to offer job placement services to all full and part-time students seeking employment.	BP#7 (\$30,000)		Student Success Center	Grant writer Institutional Research Vice President of Workforce Services and Continuing Education	July 2006

GOAL 2 – to provide exemplary programs and services to enhance student success.

		D. Hire a job placement coordinator to offer job placement services to all full and part-time students seeking employment.	\$75,000	Student Success Center	Vice President of Student Success Grant writer Institutional Research Vice President of Workforce Services and Continuing Education	July 2006
		E. Conduct on-campus recruitment and job fair programs.	\$1,500	Meeting Rooms	Director of Student Services Vice President of Student Success Vice President of Learning Vice President of Workforce Service and Continuing Education	November 2006 March 2007
		Implement a comprehensive program of employment preparation and job seeking services (resume building, interview, and job search skills).	\$1,500	Meeting Rooms	Director of Student Success Vice President of Student Success Vice President of Learning Vice President of Workforce Services and Continuing Education	July 2006
	IV. Increase headcount and FTE's by at least 3% annually while maintaining high quality.	A. Determine preferred class times, delivery methods, and specific programs.	\$1,500		Director of Institutional Effectiveness Vice President of Learning Director Enrolment Management	February 2005
		B. Develop a schedule of classes that increases and enhances learning.	0		Vice President of Learning Director Enrollment Management	March 2005
		C. Review and implement new and current programs.	0		Vice President of Learning Director Enrollment Management	February 2005 On-going
		D. Conduct three new outreach activities each month. 1. Develop new position description for Outreach Counselors 2. Hire Outreach Counselors	\$1,000 (travel)		Vice President of Student Success Student Outreach Coordinator Director of Student Success Director Enrollment Management	November 2004 On-going
		E. Develop and implement a comprehensive marketing plan that includes highlights of students and graduates.	\$100,000		Vice President of College Advancement Director of Public Relations	In Progress Due by December 2007

GOAL 3 – to receive national recognition for Community Outreach and Partnerships by 2007.

STRATEGIC GOAL	ACTIONS	IMPLEMENTATION STEPS	BUDGET NEEDED	FACILITIES NEEDED TECHNOLOGY	INDIVIDUALS RESPONSIBLE	DUE DATE
<p>Community Outreach and Partnerships</p> <p>Receive national recognition for Community Outreach and Partnerships by 2007.</p>	<p>I. Increase joint community partnerships with all constituents in our service region by 20%.</p>	<p>A. Inventory the existing partnerships annually.</p>	<p>None</p>	<p>Develop a data base</p>	<p>VP of Workforce Services and Continuing Education</p>	<p>June 2006</p>
		<p>1. Define partnership.</p>			<p>VP of Workforce Services and Continuing Education</p>	<p>June 2004</p>
		<p>2. Survey all internal departments to identify existing partnerships Workforce Services, Allied Health, Arts and Sciences, SBDC, academic divisions, institutional advancement.</p>			<p>VP of Workforce Services and Continuing Education</p>	<p>June 2006</p>
		<p>B. Establish partnership with ESL community.</p>	<p>\$8,000 Perkins ?Other Sources Cassas Testing Coordinator Course Development Computer Support</p>		<p>President/VP of Workforce Teacher Ed. Coordinator Vice President of Financial & Administrative Services Vice President of Student Success Dean of Learning (Humanities, Social Sciences and Math)</p>	<p>December 2004 and on-going Completed</p>
		<p>1. ESL Coordinator hired internally.</p>				<p>Completed</p>
		<p>2. Continue building relationship with ESL focused employers.</p>			<p>ESL Coordinator VP of Workforce Services and Continuing Services</p>	<p>September 2004 Ongoing</p>
		<p>3. Begin to offer ENG 111 for ESL students.</p>			<p>ESL Coordinator</p>	<p>January 2006</p>
		<p>4. Offer seminars for our faculty and testing for all teachers for ESL competencies.</p>			<p>Vice President of Learning</p>	<p>May 2006</p>
		<p>5. Establish partnership with Hispanic Soccer League.</p>			<p>President</p>	<p>Completed</p>
		<p>6. Participate in the intercultural committee.</p>			<p>President/VP of Workforce Services and Continuing Services</p>	<p>Ongoing</p>
		<p>7. Host a summit for community on Developing the Hispanic Workforce.</p>	<p>\$2,000</p>	<p>Meeting Rooms</p>	<p>President VP of Workforce Services and Continuing Education Coordinator for Teacher Ed. Prep ESL Teacher</p>	<p>Completed</p>
		<p>C. Establish classes in diverse areas of our region: Southern Shenandoah County; Page County, Winchester, and Rappahannock County.</p>		<p>Class space</p>	<p>VP of Workforce Services and Continuing Education Deans of Learning</p>	<p>June 2005</p>

GOAL 3 – to receive national recognition for Community Outreach and Partnerships by 2007.

		1. Conduct an economic/interest scan to determine the needed classes.			Director of Institutional Effectiveness	June 2005
		2. Prepare class offerings based on data.			VP of Workforce Services and Continuing Education Deans of Learning	September 2005
		3. Identify class space.		OUR Health Winchester City	VP of Workforce Services and Continuing Education Deans of Learning	Completed
		E. Increase the apprenticeship partnerships in our region by contacting 50 new companies to participate.	\$15,000 Marketing	Off site class locations	Coordinators of Business and Industry Training	Completed
		1. Inventory existing apprenticeship sponsors—Middletown Campus.			Coordinators of Business and Industry Training	January 2006
		2. Focus on establishing sponsors in Fauquier.			Coordinators of Business and Industry Training	January 2006 Ongoing
		3. Offer classes to support the new apprentices.			Coordinators of Business and Industry Training	Completed
	II. Increase individuals served through Workforce Training programs by 5% annually	A. Conduct annual business/industry surveys to identify needed programs using an open format using focus groups.	None	Focus groups	Director of Institutional Effectiveness Director/EDC's staff of Workforce Services VP of Workforce Services and Continuing Education	June 2004 then biannually Ongoing
		1. Partner with the Workforce Investment Board and Economic Developers in each community.			VP of Workforce Services and Continuing Education Coordinators of Business and Industry Training	Ongoing
		2. Deliver leading edge classes based on the data.			VP of Workforce Services and Continuing Education	Ongoing
		B. Market and deliver the identified courses.	\$24,000 for marketing for 3 years	Expand to external locations	VP of Workforce Services and Continuing Education Development Staff Director of Public Relations	June 2005 and annually Ongoing
		1. Do targeted monthly marketing of programs.			Director of Public Relations	Completed
		2. Evaluate results based on enrollment increases.			VP of Workforce Services and Continuing Education	Ongoing
		C. Increase customized training participation by 5 new companies annually.		Workforce Services building at Middletown	VP of Workforce Services and Continuing Education	June 2005 and annually
		1. Each coordinator contact 10 new companies a month to explain our services.			Coordinators of Business and Industry Training	Ongoing
		2. Utilize the "jump seat" to attract new customers.			Coordinators of Business and Industry Training	Ongoing
		D. Provide Command Spanish in Customized Training Format to 50 individuals annually.	\$5,000-Grant money		Coordinators of Business and Industry Training	June 2005 and on-going
		1. Partner with the City of			Coordinators of Business	Complete June

GOAL 3 – to receive national recognition for Community Outreach and Partnerships by 2007.

		Winchester and all regions fire departments for training 911 operators.			and Industry Training	2006
		E. Increase computer based training through ED2Go by 10% annually.	\$0-included in previous marketing	Existing	VP of Workforce Services and Continuing Education	June 2005 and on going
		1. Market classes by skill/interest groups.			Coordinators of Business and Industry Training	June 2006
		F. Partner with public schools to offer Work Keys related instruction for Writing and Math for 45 students.		Off site locations	Coordinators of Business and Industry Training	June 2005 and ongoing
		1. Expand the use of the Work Keys writing assessment in place of the SOL test by contacting each local school system.				Completed
		G. Partner with local schools to offer Praxis-Prep Test Training to teachers as needed.		Existing	Coordinator of Teacher Training Lead	June 2005
		1. Identify the test dates and offer the training in "JIT" immediately before the test.			Teacher Ed. Coordinator	June 2005
	III. Increase graduation rates in Career Studies Certificates by 5% annually.	A. Review programs with advisory groups.			VP of Workforce Services and Continuing Education	June 2006 and annually
		B. Revise programs based on input.			VP of Workforce Services and Continuing Education	June 2007
		C. Market programs to identified groups.			Director of Public Relations	In Progress Due by December 2007

GOAL 4 – to establish a comprehensive resource development program to support the mission.

<p>Resource Development Establish a comprehensive resource development program to support the mission.</p>	<p>I. Build an integrated Office of Institutional Advancement.</p>	A. Write a Strategic Plan for the Office of IA	0	Meeting Room	Vice President of College Advancement, Foundation	Completed
		B. Recruit, interview and hire-Director of PR, Director of Institutional Effectiveness, Grant Writer, Graphic Designer and Webmaster	0	Meeting Room	Vice President of College Advancement, Foundation	In Progress Due by December 2007
		C. The IA Team, the President and Foundation chair, some Foundation members attend a significant team development opportunity	\$1,500 per year	Off-site Meeting/Retreat location	Vice President of College Advancement, Foundation	Completed
		D. Set up policies, procedures, systems for PR, marketing, and college communications. Establish Style Guides and college wide communication intranet/web-based IA/Research Newsletter	0		Vice President of College Advancement, Foundation	Completed
		E. Relocation of IA staff, and coordination of an off-site facility, materials and infrastructure for IA	0		Vice President of College Advancement, Foundation	Completed
<p>Resource Development Establish a comprehensive resource development program to support the mission.</p>	<p>II. Build an energetic and effective Foundation Development Plan.</p>	A. Write a Development Plan for the Foundation for 2004-2007.	0	Meeting Room	Vice President of College Advancement, Foundation	Completed
		B. Ensure the Foundation By-Laws are aligned with current thought and practice. Re-establish policies, procedures and operational priorities that create a stronger sense of Foundation direction	0	Meeting Room	Vice President of College Advancement, Foundation	Completed
		C. The VP IA, IA Team, the President and Board members attend a retreat/ development opportunity	\$2,500 per year	Off-site Meeting/Retreat location	Vice President of College Advancement, Foundation	Completed
		D. Set communications protocol for Foundation recruiting, training and development.	0		Vice President of College Advancement, Foundation	Completed
		E. Build a brochure on the benefits and opportunities of joining the LFCC Foundation	0		Vice President of College Advancement, Foundation	In Progress Due by December 2007
		F. Build a web page for the Foundation Plan and Membership	\$1,000		Vice President of College Advancement, Foundation	Completed

GOAL 4-to establish a comprehensive resource development program to support the mission.

<p>Resource Development Establish a comprehensive resource development program to support the mission.</p>	<p>III. Establish an LFCC Alumni Advisory Council</p>	A. Set goals for the Alumni Advisory Council.	0	Meeting Room	Vice President of College Advancement	Completed
		B. Establish an honorary chair, alumni president, slate of officers, and alumni board.	\$500	Meeting Room	Vice President of College Advancement	In Progress Due by December 2007
		C. Identify mailing lists of alumni.	\$1,500 estimated	Meeting Rooms	Vice President of College Advancement	Completed
		D. Build a web page for Alumni and the Alumni Advisory Council.	\$1,000		Director of Public Relations	In Progress Due by December 2007
		E. Build an Outstanding Alumni Program that highlights outstanding alumni each year at graduation.	\$500 cost of awards each year	Designate a wall to hang awards and photos/biographies of awardees (Note: also place these on web site)	Vice President of College Advancement Alumni Advisory Council	In Progress Due by December 2007
		F. Host an alumni event.	\$2,000	SEC or local golf club facility	Vice President of College Advancement Alumni Advisory Council	Completed
		G. Build an Alumni newsletter (print and online/email).	\$2,500		Vice President of College Advancement Director of Public Relations	Completed
		H. Build a process to educate all graduates about the Alumni Advisory Council	\$1,000 for cards or certificates for each graduate		Vice President of College Advancement	In Progress Due by December 2007
		I. Build a public relations program to highlight accomplishments of successful graduates of LFCC.	\$2,000		Director of Public Relations	In Progress Due by December 2007
<p>Resource Development Establish a comprehensive resource development program to support the mission.</p>	<p>IV. Establish an LFCC Faculty Endowment Program</p>	A. Build the case for support and set goals for this program through internal and external meetings.	\$2,000	Meeting Room	Vice President of College Advancement	Completed
		B. Faculty Endowment Program.	0	Meeting Room	Vice President of College Advancement	In Progress Due by December 2007
		C. Establish policy for the Faculty Endowment Program.	\$250	Meeting Rooms/place to hold organizational luncheon	Vice President of College Advancement	In Progress Due by December 2007
		D. Establish an investment account.	\$250		Vice President of College Advancement	In Progress Due by December 2007

GOAL 4-to establish a comprehensive resource development program to support the mission.

		E. Build and publish fundraising literature including the building of a web page link for the Faculty Endowment Program.	\$1,500		Vice President of College Advancement	In Progress Due by December 2007
		F. Integrate the Faculty Endowment giving opportunity into the Annual Campaign of the college.	0		Vice President of College Advancement	In Progress Due by December 2007
		G. Establish a Faculty Endowed Chair Program and establish other naming opportunities	\$1500 cost of building proposal booklets		Vice President of College Advancement	In Progress Due by December 2007
Resource Development Establish a comprehensive resource development program to support the mission.	V. Establish a fully integrated fundraising plan that includes annual, corporate, in-kind, planned giving, capital, grant writing, and political action programs.	A. Build an annual campaign program.	0	Meeting Room	Vice President of College Advancement, Fundraising Team, and Foundation	In Progress Due by December 2007
		1. Set goals and publicize these goals throughout the campaign.				
		2. Build a campaign committee to include honorary chairs of the campaign.	\$2,000	Meeting Room	Vice President of College Advancement, Fundraising Team, and Foundation	In Progress Due by December 2007
		3. Build a constituency model for the entire fundraising program to ensure all key groups of potential donors are identified.	0	Meeting Room	Vice President of College Advancement, Fundraising Team, and Foundation	In Progress Due by December 2007
		4. Build a webpage for annual giving.	\$1,000		Vice President of College Advancement and Director of Public Relations	In Progress Due by December 2007
		5. Build a case for support and develop the annual mailing that expresses this case.	\$1,500	Meeting Room	Vice President of College Advancement and Fundraising Team	In Progress Due by December 2007
		6. Conduct a semi-annual mailing that fully expresses the LFCC case for support.	\$16,000	Meeting Room	Vice President of College Advancement, Director of Public Relations, Alumni Officers, and Foundation	In Progress Due by December 2007
		7. Identify giving categories for donors.	0	Meeting Room	Vice President of College Advancement, Director of Public Relations, Alumni Officers, and Foundation	In Progress Due by December 2007
		8. Ensure that planned giving and naming opportunities are available in the mailing to possible donors.	0	Meeting Room	Vice President of College Advancement, Fundraising Team, and Foundation	In Progress Due by December 2007
		9. Set up a pledging program for donors that allows them to donate monthly, quarterly or twice a year.	0	Meeting Room	Vice President of College Advancement, Fundraising Team, and Foundation	In Progress Due by December 2007

GOAL 4-to establish a comprehensive resource development program to support the mission.

		10. Target visits to key supporters.	\$1,500 for gifts to potential donors Additional \$3,000 for lunches and incidentals for potential donors		Vice President of College Advancement , Fundraising Team, Alumni Board, and Foundation	In Progress Due by December 2007
		11. Build a strategy to renew and upgrade past gifts from donors.	\$3,500 estimated for travel and incidentals		Vice President of College Advancement , Fundraising Team, Alumni Board, and Foundation	In Progress Due by December 2007
<p>Resource Development Establish a comprehensive resource development program to support the mission.</p>	<p>V. Establish a fully integrated fundraising plan that includes annual, corporate, in-kind, planned giving, capital, grant writing, and political action programs.</p>	A. Build a Corporate Campaign Program.	\$500	Meeting Room	Vice President of College Advancement , Fundraising Team and Business Office	In Progress Due by December 2007
		1. Identify all corporations that conduct business with LFCC.			Vice President of College Advancement , Fundraising Team, and Business Office	In Progress Due by December 2007
		2. Identify all companies served by Workforce Services at LFCC.	0	Meeting Room	Vice President of College Advancement , Fundraising Team plus Workforce Services	In Progress Due by December 2007
		3. Identify all companies served by the Small Business Development Center at LFCC.	0	Meeting Room	Vice President of College Advancement , Fundraising Team plus Workforce Services	In Progress Due by December 2007
		4. Build a case for support, publish and distribution.	\$1,500	Meeting Room	Vice President of College Advancement Director of Public Relations	In Progress Due by December 2007
		5. Publish a campaign letter and other campaign materials.	\$3,000		Vice President of College Advancement , Director of Public Relations	In Progress Due by December 2007
		6. Build campaign goals.	0		Vice President of College Advancement , Director of Public Relations, and Alumni Officers	In Progress Due by December 2007
		7. Establish giving categories.	0		Vice President of College Advancement , Director of Public Relations and Alumni Officers	In Progress Due by December 2007
		8. Establish naming opportunities.	\$1,000	Meeting Room	Vice President of College Advancement , Fundraising Team and Foundation	In Progress Due by December 2007

GOAL 4-to establish a comprehensive resource development program to support the mission.

		9. Establish a corporate recognition program.	\$3,000	Meeting Room	Vice President of College Advancement	In Progress Due by December 2007
		10. Establish campaign committee that includes local business leaders to include selection of an honorary chair.	\$2,000 for food at some lunch or breakfast meetings	Meeting Rooms/place to hold luncheon/breakfast meetings	Vice President of College Advancement	In Progress Due by December 2007
		11. Set up process to publicize business gifts through press releases and feature stories.	0		Vice President of College Advancement, Director of Public Relations	In Progress Due by December 2007
		12. Publicize giving levels in the LFCC Annual Report and set up a website section that focuses on Corporate Giving and what it does for students at the college.	\$1,500		Director of Public Relations	In Progress Due by December 2007
<p>Resource Development Establish a comprehensive resource development program to support the mission.</p>	<p>V. Establish a fully integrated fundraising plan that includes annual, corporate, in-kind, planned giving, capital, grant writing, and political action programs.</p>	A. Build a Planned Giving Campaign Program.	0	Meeting Room	Vice President of College Advancement, Fundraising Team and Foundation	In Progress Due by December 2007
		1. Establish a case for support.				
		2. Establish a Planned Giving Society to honor all planned giving donors.	\$2,000 for certificates, folders, and large plaque	Meeting Room	Vice President of College Advancement, Fundraising Team and Foundation	In Progress Due by December 2007
		3. Build an impressive brochure on naming opportunities at LFCC.	\$2,500		Vice President of College Advancement, Director of Public Relations, and Fundraising Team	In Progress Due by December 2007
		4. Build an impressive brochure about endowments, including scholarships and endowed chairs in different academic areas.	\$2,500		Vice President of College Advancement, Director of Public Relations	In Progress Due by December 2007
		5. Build a list of possible planned giving donor.	0	Meeting Room	Vice President of College Advancement, IA/PA, Alumni officers and Foundation Board	In Progress Due by December 2007
		6. Set up a planned giving policy for the college.	0	Meeting Room	Vice President of College Advancement and IA/PA Alumni officers Foundation	In Progress Due by December 2007
		7. Set planned giving goals for the college.	0	Meeting Room	Vice President of College Advancement, Fundraising Team and Foundation	In Progress Due by December 2007

GOAL 4-to establish a comprehensive resource development program to support the mission.

		8. The president, VP of IA, and some board members should attend a significant planned giving professional development opportunity yearly	\$7,500 per year		Vice President of College Advancement , Fundraising Team, Alumni Board and Foundation	In Progress Due by December 2007
Resource Development Establish a comprehensive resource development program to support the mission.	VI. Establish a fully integrated fundraising plan that includes annual, corporate, in-kind, planned giving, capital, grant writing, and political action programs.	A. Build a Capital Giving Campaign Program.	0	Meeting Room	Vice President of College Advancement and Fundraising Team	Completed
		1. Establish a new case for support.			Vice President of College Advancement , Fundraising Team and Foundation	In Progress Due by December 2007
		2. Set up a new campaign committee to include selection of an honorary chair.	0	Meeting Room	Vice President of College Advancement , Fundraising Team and Foundation	In Progress Due by December 2007
		3. Publish a brochure for the campaign.	\$3,000		Vice President of College Advancement , Director of Public Relations	In Progress Due by December 2007
		4. Publish campaign materials.	\$1,500		Vice President of College Advancement , Director of Public Relations	In Progress Due by December 2007
		5. Build briefing to take to each county in an effort to gain financial support for the new project.	\$1,500		Vice President of College Advancement , Director of Public Relations	In Progress Due by December 2007
		6. Establish list of significant naming opportunities for the new Science and Health Professions Building.	0		Vice President of College Advancement , Director of Public Relations, and Foundation	In Progress Due by December 2007
		7. Establish list of possible donors to include individuals, businesses, local service clubs, etc.	0		Vice President of College Advancement , Director of Public Relations and Foundation	In Progress Due by December 2007
		8. Set goals for the campaign .	\$1,500	Meeting Room	Vice President of College Advancement , Fundraising Team and Foundation	In Progress Due by December 2007
		9. Establish a recognition program for all donors to capital projects.	\$2,000		Vice President of College Advancement , Fundraising Team and Foundation	In Progress Due by December 2007
Resource Development Establish a comprehensive resource development program to support the mission.	VII. Establish a fully integrated fundraising plan that includes annual, corporate, in-kind, planned giving, capital and grant	A. Build a Grant Writing Program.	\$1,200	Meeting Room	Vice President of College Advancement	In Progress Due by December 2007
		1. Hire a grant writer for LFCC.	Personnel costs to be determined	Meeting Room	Vice President of College Advancement	Completed

GOAL 4-to establish a comprehensive resource development program to support the mission.

	writing programs.	2. Build a process to manage grants, and to report the progress made as a result of the grant.	0	Meeting Room	Vice President of College Advancement, Fundraising Team, Vice President of Learning	Completed
		3. Provide significant grant writing training for the VP of IA and the new grant writer.	\$6,000		Vice President of College Advancement	Completed
		4. Set goals for the grant writing program.	0		Vice President of College Advancement and Fundraising Team	In Progress Due by December 2007
		5. Publicize grants and what they are doing for the college.	0		Vice President of College Advancement and Director of Public Relations	Completed
Resource Development Establish a comprehensive resource development program to support the mission.	VIII. Establish a fully integrated fundraising plan that includes annual, corporate, in-kind, planned giving, capital, grant writing, and political action programs.	A. Establish special mailing to list of politically important people in an effort to keep them informed of great things happening at LFCC.	\$1,000		Vice President of College Advancement, Fundraising Team and Foundation	Completed