

PLANNING/OUTCOMES DOCUMENT

Name of person(s) completing this form:	Stacy France	Curriculum/Department:	Cashiers Center/Personal Enrichment
Purpose/Mission Statement		Vision Statement, 3-5 years	
The Community Services Program provides lifelong learning opportunities for the adults living in the College service area. The Cashiers Center serves Highlands, Cashiers, and surrounding areas by responding to and anticipating the needs of students and instructors by providing enrichment classes.		As enrichment classes are provided, the vision is to meet the needs and interest of the community and to contribute to the overall growth of the service area. We want to be the first place that comes to mind when a student or business thinks of educational needs.	
Departmental Strengths		Departmental Weaknesses	
The Cashiers Center has relocated to a new facility, which increases the opportunity to better serve the community.		The Cashiers Center did go through the transition of relocation and job rotations.	
Departmental Opportunities		Departmental Threats	
Larger facility offers more space and opportunity to provide more classes		At State level i.e. budget, gas increase.	
College Goals	2004-2005 Department Outcomes/Goals	Success Criteria (e.g. outcomes, enrollment increases)	Plan of Action (Including resources needed)
1,5	Continue to serve a diverse population by offering a variety of classes.	One offering each quarter from B&I licensure and certification, and CPR	Request to specific program
5,7	Building relationships in the community	Work with Community Health Link, Highlands/Cashiers Relay for Life Leadership, Highlands Governance Board, and Leadership Highlands Alumni Association	Ongoing networking opportunities through these relationships
5	Partnering with local churches and the International Friendship Center to provide family friendly ESL in Cashiers	Ongoing success and growth of the program to include childcare through community support	Keep all parties involved and interested
3	New facility will be renovated and open to the public	Same	Pending County time line
Criteria Results Be sure to utilize most current data available		End of Year Analysis (Goals achieved, impact of equipment purchased, improvements to program or service, contingencies, etc.). Describe how you used the results to improve your program/department.	
CPR and business classes offered		Increase services to community	
Relocated to new larger facility		Space available for classes doubled.	
Partnering with local churches and International Friendship Center to provide family friendly ESL in Cashiers		Groups support program as requested.	
College			

Goals	2005-2006 Department Outcomes/Goals	Success Criteria (e. g. outcomes, enrollment increases)	Plan of Action (Including resources needed)
1,5	Offer 4 cooking classes	6 students enrolled in each class	Equip kitchen, promote classes through flyers, tabloid, new media
1,5	Continue to provide vast variety of enrichment classes	5 New classes offered with each schedule	Networking in the community to identify new needs to resources to provide for those needs
5,7	Ongoing community based relationships	Networking within the community	Join Leadership Jackson, volunteer with Highlands-Cashiers relay for life
3,5,7	Continue facility renovations inside and out	Create one large classroom, renovate garage for craft lab, construction new entry and parking area	Work with SCC and County Construction to complete projects.

Budget Item Description (Budget items requested from college funds)	Current Year Budget:	Ongoing Operational Budget:	Expansion Budget:
Supplies- Kitchen utensils for new cooking classes			
Equipment- Furniture for classrooms			
Landscaping and parking needs			

Mid-point Review

Progress Notes:
