



# FY 2020 Annual Plan



# Table of Contents



Introduction.....	3
Renewal, Change & Innovation.....	4
Big Goals .....	4
Initiatives.....	4
Process and Timeline .....	5
Planning Directives and Statements of Purpose .....	6
Core Indicators and Mission Capacity Outcomes.....	7
Budget Principles.....	13
Fiscal Year 2020 Revenue Assumptions .....	14
Fiscal Year 2020 Expenditure Assumptions.....	15

# Introduction



Despite the recent, significant decline in state financial support, OCCC has continued to make progress to provide services to assist students in achieving their success. The recently-approved state allocation is the first significant increase in state funding in many years. The increase provides partial funding for a salary increase for employees, one-hundred percent funding of concurrent enrollments, and a substantial increase in Section 13 Offset funding. However, there was no increased funding for operating expenses, including mandatory cost increases. The increase in state funding this year does not eliminate the effects of years of funding reductions, but it is very welcome.

Last year, we began the renovation/construction of the previous OCCC Child Development Center & Lab School to create the new Campus Police Headquarters, Crisis Response Center, and Call Center. This new building will be the premier safety campus building to serve our police force. The Crisis Response Center is critical to ensure continuity of College operations when an emergency occurs.

The College is entering its fifth year of Title III funds. These funds are used to assist faculty in the redesign of gateway courses and to provide funding to expand and improve technology in the classroom. Faculty have been pleased with the results.

After several years without an increase in salaries, last year was the first time we provided an increase in employee wages. Due to legislative action designating funding for a faculty salary increase, another salary increase will be included in the FY 2020 budget.

This year's Annual Plan continues to support the college's strategic plan, Renewal, Change & Innovation 2019-2023. As the new initiatives are addressed, the College will continue to meet the needs of students, employees and the community. We are gratified in knowing that we can continue to accomplish significant changes that will have a positive impact on the lives of our students.

Renewal, Change & Innovation, is the college's five-year strategic plan. Adopted by the OCCC Board of Regents in 2018, the OCCC Strategic plan includes three "Big Goals" and eight initiatives that focus on increasing the number of students who receive a certificate or a degree and closing retention and graduation gaps between certain at-risk groups of students and the entire student population.

### Our Big Goals

1. Triple annual giving and grants to support student scholarships, community events, the endowment, and other College purposes.
2. Close the academic achievement gap with low-income, first-generation, and racial and ethnic groups.
3. Receive designation as a Hispanic-serving institution from the U.S. Department of Education.

### Renewal, Change & Innovation Initiatives

1. Complete College OCCC. The number of degrees/certificates will be increased through offering new programs and expanding online, hybrid courses, and other initiatives.
2. Repurposing the former Aquatic Center. Planning is already underway to repurpose the former Aquatic Center. A proposal will be presented to the Board of Regents in FY 2020.
3. Proactive Student Success Interventions. Early intervention, streamlining curriculum, and strengthening educational partnerships will increase the number of successful students.
4. Increasing Enrollment. Increasing enrollment from the international, nontraditional, and concurrent populations is crucial for the college to meet the educational needs of the community, and will contribute to the financial health of the college.
5. Safety. A new Campus Police Headquarters, Crisis Response Center and a Call Center will streamline current services and enhance the safety of students, faculty, staff, and visitors.
6. New and Increased Funding and Revenue. State funding for higher education has declined; therefore, other funding alternatives to support the college's mission will be developed.
7. Employee Retention. With increasing budget constraints, the retention of high quality employees is critical to maintaining a high performing institution.
8. Online Learning. As the college continues to focus on enrollment, online learning plays a key role in providing students with the opportunity to take classes anytime, anywhere.

<b>January-February</b>	Departments develop initiatives to respond to the Annual Plan draft.
<b>April</b>	Board of Regents reviews Annual Plan Core Indicators and Mission Capacity Indicators.
<b>April-May</b>	President & President’s Cabinet prepare a draft FY2020 Staffing Plan and all Budgets.
<b>May</b>	Board of Regents reviews revenue and expenditure estimates, Staffing Plan, Tuition Plan, and Budgets.
<b>June</b>	Board of Regents approves Annual Plan, Staffing Plan, Tuition Plan, and Budgets.
<b>FY 2020</b>	President’s Cabinet and departments implement plans and monitor progress.

The college's Mission, Values, Vision, and ENDS are the compelling statements of purpose that direct planning and budget development at the college. These statements are the basis for the FY 2020 Planning Directive.

## ***Why We Exist...Our Mission:***

OCCC provides broad access to learning that empowers students to complete a certificate or degree that enriches the lives of everyone in our community.

## ***What We Want Our Impact To Be...Our Aspirations:***

Student Success and Community Enrichment.

## ***What We Want to Achieve...Our ENDS:***

OCCC strives to achieve its mission and ENDS and fulfill its vision by operating in a culture that is committed to the following:

1. Access: Our community has broad access to valuable certificate and degree programs, and non-credit educational opportunities and events.
2. Student Success: Our students successfully complete their academic courses, persist in college and earn certificates or degrees at OCCC or another institution.

3. Workforce Development: Our graduates earn higher-level degrees or are successful in technical and professional careers.
4. Community Development: Our community's quality of life is enriched through our educational, artistic, and recreational programs and events.

## ***How We Operate Day-to-Day...Our Values:***

- Students: Fundamental to all that we do
- Safety: Safe and secure environment for everyone
- Accountability: Use of evidence to measure performance and make decisions
- Stewardship: Wise and efficient use of resources
- Integrity: Honest, ethical, and respectful to all
- Innovation: Creative and forward thinking
- Diversity: Embrace and appreciate the value of differences

The FY 2020 OCCC Core Indicators are listed below with targets and explanations. Important mission capacity outcomes, which support the achievement of the ENDS, are also listed.

<b>ACCESS</b>		
<b>Core Indicator</b>	<b>Target</b>	<b>Explanation</b>
1. Headcount market share	Above the prior year	Measures OCCC's percentage of students compared to other local community colleges
2. Credit hours	Above the prior year	Measures the short and long-term trend in credit hours
3. New Academic programs, options, and agreements	Two new academic programs/ options and/or articulation agreements developed, approved, and implemented by the end of FY 2020	Measures the college's responsiveness to changing work force needs, including immediate job entry and transfer programs

**STUDENT SUCCESS**

<b>Core Indicator</b>	<b>Target</b>	<b>Explanation</b>
4. Concurrent headcount	Above the prior year	Measures the number of students who receive early exposure to college-level work - a good predictor of subsequent success in college
5. Successful completion of gateway courses	At least 65%	Measures the success of students who take early, large-enrollment classes required for most degree programs (thirteen large-enrollment courses are tracked for this purpose)
6. Successful completion of all credit courses	At least 70%	Comprehensive measures of how successful students are in completing college-level courses



**STUDENT SUCCESS**

Core Indicator	Target	Explanation
7. Increasing student: a. Persistence b. Retention c. Progression	Above the prior year	Measures the percentage of new students who enroll in the fall semester and persist to the following spring semester or are retained to the subsequent fall <i>A student is said to have progressed over a three-year period if they are still enrolled at OCCC, are attending another public institution in the state, graduated from OCCC, or graduated from another institution.</i>
8. Number of graduates	Above the prior year	Measures the number of students who achieve their educational goal of attaining a credential
9. General education assessment	Students demonstrate competencies at or above 70% success rate	Areas assessed: writing; mathematical methods; critical thinking; human heritage culture and institutions; and public speaking

**WORKFORCE DEVELOPMENT**

<b>Core Indicator</b>	<b>Target</b>	<b>Explanation</b>
10. Health professions first-time licensure pass rates: <ul style="list-style-type: none"> <li>a. Nursing</li> <li>b. Occupational Therapy Assistant</li> <li>c. Emergency Medical Technician Paramedic</li> <li>d. Physical Therapy Assistant</li> <li>e. Respiratory Care</li> </ul>	All five groups are at or above the national average	Tracks effectiveness of the health profession programs in preparing students to pass mandatory licensure exams that are a prerequisite to employment
11. Graduate satisfaction	85% satisfaction or higher	Measures student satisfaction with their preparation of their education after they leave the college
12. Supervisor satisfaction with graduates	85% satisfaction or higher	Measure satisfaction of area supervisors with recent OCCC graduates hired
13. OCCC transfer student grade point average: <ul style="list-style-type: none"> <li>a. UCO</li> <li>b. OU</li> <li>c. OSU</li> </ul>	Average grade point equal to or above the average of all undergraduates at the transfer institution	Measures how well OCCC transfer students do compared to native students at major transfer institutions

**COMMUNITY DEVELOPMENT**

Core Indicator	Target	Explanation
14. Adult Basic Education/ High School Equivalency/ English as a Second Language	60% of fundable students (those with 12+ hours) will post test. 40% of fundable students (those with 12+ hours) will make a Measurable Skills Gain (achievement of at least one educational functioning level of a participant who is receiving instruction below the postsecondary education level).	Measures outcomes in important community education programs
15. OCCC Capitol Hill Center noncredit enrollment	Increase noncredit enrollment over the prior three-year average	Measures noncredit enrollments in key outreach programs
16. Educational, cultural, and recreational events	A minimum of four sponsored or hosted events accessible to the community	Measures engagement with the community

**MISSION CAPACITY**

<b>Core Indicator</b>	<b>Target</b>	<b>Explanation</b>
17. Financial stewardship	Receive an unqualified auditor’s opinion	Measures the fiscal soundness of the college as well as compliance with generally accepted accounting principles and other financial regulations
18. Repurpose the former Aquatic Center	Create a plan to repurpose the Aquatic Center	This space will further enhance the student experience.
19. New Campus Police Headquarters, Crisis Response Center, and Call Center	Complete renovation/ construction of the new Campus Police Headquarters, Crisis Response Center, and Call Center	The Campus Police Headquarters will provide important functions with more space and improved functionality. This will be a major enhancement to campus safety and response to emergencies.

OCCC will continue to review and evaluate our overall budget position. With current budget constraints, OCCC will focus on the following budget principles for Fiscal Year 2020:

- OCCC's budget will be aligned with and support its core mission of broad access.
- Align the budget to achieve the core indicators and mission capacity outcomes as outlined in the Fiscal Year 2020 Annual Plan and consistent with OCCC's mission, aspirations, ENDS, and values.
- Provide funding to make progress on the initiatives in *Renewal, Change & Innovation 2019-2023*.
- Provide funding/resources to address the three *Big Goals*— *Triple annual giving and grants to support the college and students, close the academic achievement gaps, and receive designation as an Hispanic-serving institution.*
- Fund a staffing plan that meets the mission-critical service and instructional requirements of credit and non-credit student.
- Both mission and non-mission-critical programs and events will be subject to additional scrutiny.
- Fund efforts through budget and private resources (participation fees, grants, and donations) to serve the community through educational, artistic, and recreational programs and events.
- Provide sufficient resources to maintain the physical, facilities, equipment, and technology in order to ensure a high quality and safe learning environment for students and the community.
- Flexibility to respond to mission-critical student, community, and workforce instructional needs and opportunities.
- Ensure operational efficiency and effectiveness to maximize the financial resources and reduce costs.

## FISCAL YEAR 2020 Revenue Assumptions



- **Fiscal Year 2020 State Allocations:** There is a modest increase in state funding for FY 2020. The increased state allocation is to fund salary increases for employees, one-hundred percent funding of senior concurrent enrollments, and a substantial increase in Section 13 Offset funding.
- **Tuition and Fee Revenue:** For budgeting purposes, a slight enrollment decrease will be anticipated. This decline is consistent with community college enrollment in Oklahoma and throughout the country. Vigorous recruitment activity is underway, and it is hoped enrollment will not decline. There will be no increase in tuition or mandatory fees.
- **District Funds:** Consistent with past years, it is anticipated District funds will slightly increase.

## FISCAL YEAR 2020 Expenditure Assumptions



- **Expense Oversight:** It will be necessary to maintain close oversight of expenses in FY 2020.
- **Mandatory Costs:** It is anticipated mandatory costs will increase.
- **Staffing Levels Will be Modified:** Due to the addition of student success advisors, some employee roles may change.
- **Employee Benefits Costs:** Employee benefits will remain essentially the same; however, there will be a substantial increase in medical insurance premium
- **Maintenance of Effort Will Require Some Additional Expenditure:** OCCC will make the necessary adjustments to cover mandatory cost increases required to maintain our existing effort to serve students and cover direct costs of instruction and student support services.
- **New Initiatives:** New expenditure requests that have a dedicated/restricted revenue source will be prioritized and funded in the amount that aligns with the dedicated/restricted revenue total.
- **Scheduled Capital Projects Will Proceed:** Approved and funded capital improvements will proceed as scheduled. Funding generally comes from the sale of bonds or other restricted sources of revenue, such as Section 13 Offset funds, the building fund levy for the South Oklahoma City Area School District, and other funds acquired by the College from sources such as grants, contracts, and private donations.
- **Auxiliary Budget:** It is anticipated the auxiliary budget will not substantially change.
- **Section 13 Funds:** Section 13 Offset funds will substantially increase.