

**Section 1. Mission and Goals**

**Instructions:** This section should describe the general mission and overall goals of the unit. These may not change from year to year unless there has been a reorganization. Review the mission and goals statements from prior years. Please attempt to make your mission/goal statements as specific as possible and link them back to our Institutional Goals by indicating the Strategic Plan Goal(s) in the column labeled "Link to Strategic Plan").

<p align="center"><b>Mission</b></p>	<p align="center"><i>The OCC Foundation provides financial support and community outreach to further the College's mission of providing affordable, high quality educational and cultural experiences.</i></p>		
<p>Goals (May extend to additional numbers if needed)</p>	<p>Summary (if appropriate):</p>		<p align="center"><b>Link to Strategic Plan 2021-2026 Goals</b></p>
	<p align="center">1</p>		
	<p align="center">2</p>		
	<p align="center">3</p>		
	<p align="center">4</p>		
	<p align="center">5</p>		

## Section 2. Unit Summary

**Instructions:** This section should describe succinctly the essential organization, staffing, and operations of the unit. Any needs for a reorganization of unit workflow should be discussed at this time.

**Section 3. FY 2022 Unit Planning Updates**

**Instructions:** Each unit is asked to provide progress updates on their FY2022 objectives. Objectives for this year that did not have budget implications should also be included; add objectives to this list if your unit worked towards more during the year. If you did not submit FY 2022 objectives, you must completely fill in this section and provide appropriate updates. Please include the assessment data used to measure the success of your objective in the UPDATE column.

	<b>Objectives:</b>	<b>Connection to Unit Goals:</b>	<b>Achievement Target:</b>	<b>Assessment Method:</b>	<b>Rationale/Description:</b>	<b>Update:</b>	<b>Future Actions:</b>
	List below your objectives for FY 2022.	Please identify the unit goal that this objective is supporting.	Please identify the target for your objectives. Examples may include: 5% increase in retention, development of SOP by June 15, establish baseline, etc.	Describe the source of your assessment information. For example: unit records, customer satisfaction surveys, graduating student surveys, counts of program participants, reports from external agencies, etc.	Provide a detailed, but brief, rationale/description for each objective.	Please include a progress update on achieving this objective. Has it been accomplished? Why or why not? Use assessment data to support when appropriate.	If relevant, please indicate any future actions that your unit will be taking.
1							
2							
3							
4							

**Section 4. FY 2023 Unit Planning**

**Instructions:** This section should specify in detail, with a brief but clear rationale for each, the specific objectives and requisite tasks that you wish to carry out in FY2023 to address significant unit needs or priorities. Remember that the primary test of unit objectives should be how they enhance both the institutional mission and goals and the mission and goals of the overall division, therefore each should be connected to a particular Unit Goal [See Tab 1.]. Each objective should specify an achievement target, assessment method, and details on participants, responsibilities and timelines. New Money requests should not be included in this section as the budget for FY2023 has already been determined.

	<b>Objectives:</b>	<b>Connection to Unit Goals:</b>	<b>Achievement Target:</b>	<b>Assessment Method:</b>	<b>Rationale/Description:</b>	<b>Details</b>	<b>Funding Notes</b>
	List below your objectives for FY 2023.	Please identify the unit goal that this objective is supporting.	Please identify the target for your objectives. Examples may include: 5% increase in retention, development of SOP by June 15, establish baseline, etc.	Describe the source of your assessment information. For example: unit records, customer satisfaction surveys, graduating student surveys, counts of program participants, reports from external agencies, etc.	Provide a detailed, but brief, rationale/description for each objective.	Please describe participants, responsibilities, and timeline for this objective.	PBC Funding Notes (If Applicable)
<b>Please provide at least five (5) Objectives, Initiatives, or Projects that your unit plans to accomplish in FY2023</b>							
1	Please provide an Objective/Initiative/Project that your unit plans to accomplish in FY2023						
2	Please provide an Objective/Initiative/Project that your unit plans to accomplish in FY2023						
3	Please provide an Objective/Initiative/Project that your unit plans to accomplish in FY2023						
4	Please provide an Objective/Initiative/Project that your unit plans to accomplish in FY2023						
5	Please provide an Objective/Initiative/Project that your unit plans to accomplish in FY2023						

**Section 5. FY 2024 New Money Requests**

**Instructions:** To prepare and budget for unit needs and priorities in the future, specify any objectives for FY2024 that would require new expenditures. All new money request should include a rationale, details, achievement target, assessment method, connection to unit goals, and expected costs. Your Vice-President will make arrangements to discuss your budget requests and will determine which requests will move forward to the Planning and Budgeting Council (PBC) for review in Fall 2022. Include no more than 5 new money requests.

	<b>Objectives:</b>	<b>Connection to Unit Goals:</b>	<b>Achievement Target:</b>	<b>Assessment Method:</b>	<b>Rationale/Description:</b>	<b>Details</b>	<b>Estimated Cost (if applicable):</b>	<b>Recurring (if applicable):</b>
	<b>List below your New Money Requests for FY 2024.</b>	<b>Please identify the unit goal that this objective is supporting.</b>	<b>Please identify the target for your objectives. Examples may include: 5% increase in retention, development of SOP by June 15, establish baseline, etc.</b>	<b>Describe the source of your assessment information. For example: unit records, customer satisfaction surveys, graduating student surveys, counts of program participants, reports from external agencies, etc.</b>	<b>Provide a detailed, but brief, rationale/description for each objective.</b>	<b>Please describe participants, responsibilities, and timeline for this objective.</b>	<b>Please identify any new monetary costs needed.</b>	<b>Please indicate if this is a recurring cost Y/N</b>
1	Please provide an Objective/Initiative/Project that your unit plans to accomplish in FY2024 if funded							
2	Please provide an Objective/Initiative/Project that your unit plans to accomplish in FY2024 if funded							