

**COCC FOUNDATION
ADMINISTRATIVE UNIT REVIEW
2021 REPORT**

Due: *Summer, 2021*

Submitted, January 2022

6b. Procedure, Measurement Tool and Timeline

What activities did you do to accomplish your Outcome(s)? How did you measure your success toward the 1-3 outcomes and mission fulfillment? What tools did you use? How frequently did you gather relevant data? Provide any data references that you used.

The Foundation continued to work diligently in all areas during 2020 and 2021 in pursuit of our outcomes, and activities to achieve them included the following:

- *All formal committees of the board track data against their charter and workplan.*
- *We use a variety of tools to measure our success: audited financial statements, fundraising results, surveys after events, etc.*
- *We collect relevant data regularly as a core component to our work, as directed (and expected by the COCC Foundation Board of Directors.)*

7. Data

What data have you gathered that inform your department's effectiveness?

- *Total financial support received in donations/grants*
- *Total value of scholarship support offered*
- *Total number of individual and business donors*
- *Number of new scholarships awarded*
- *Number of existing scholarships renewed*
- *Average GPA, credits earned and completion rate of scholarship recipients*
- *Endowment performance/earnings toward scholarships and programs*

**8. Summary and Analysis: Continuous Improvement
(Report-to be completed annually when data are available)**

What do these data suggest about your department's effectiveness? Which measurements are strong and affirming? Consider the following points.

- Was your planned activity successful at accomplishing your Outcome(s)?
- Have you accomplished your outcomes? Is there a need for a new direction?

Which measurements indicate an area that you would like to focus on for improvement?

- Identify the goals and improvements that your department is committing to over the next year to help you accomplish your outcomes.

- What support do you need from the college to carry out your planned improvements? Identify your biggest area(s) of need to help accomplish outcomes. Review question #2, including staffing, budget, services, and location.

The COCC Foundation has been extremely successful during the timeline of this Administrative Unit Review, and we have accomplished our outcomes and grown our reach, reputation and resources as well. Funds raised, scholarships awarded, volunteers engaged are all indicators of a strong and healthy organization.

While we do not see the need for a new direction, we continue to look for to improve internal systems and processes, as well as continue to expand our thinking of what “student support” looks like. On that point, during the period covered under this review, a new Student Support Committee has been formed at the board level, and we’re excited about the energy and direction in this area. A tangible example of this is our Emergency Fund fundraising and awarding process for students.

Over the next year, the COCC Foundation is committing to the following goals and improvements:

- *Improve donor database report-running functions*
- *Convert old paper-based files to electronic records*
- *Move to a dual-cycle scholarship application and awarding process (currently only done once per year)*
- *Continue to increase the number of donors to the COCC Foundation*

Finally, we are hoping to increase salary support from the College in FY '22-'23 and have made a formal request to that effect.

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Administrative Department Review Report

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Report submitted annually.
Data and analysis from three annual **Reports** will inform a new **Plan**.