

April 9, 2013

3 pm

Bldg 1 Conference Room

Planning Council

Chair: Kimberly Mullis

Vice-chair: Penny Sermons

Secretary: Erica Schatz

Members Attending: Kimberly Mullis, Penny Sermons, Erica Schatz, Chet Jarman, Joy Landeck, Sandy McFadden, Charles Gullette, Jay Anders, Dr. Tansey, Dr. Sullivan (Resource)

Members Absent: None

Minutes from Meeting 4/9/13

Agenda Item

I. Presenter: Kim Mullis

- Approval of Minutes
- Minutes from March 5, 2013 meeting approved

II. Presenter: Kim Mullis

- Strategic Planning Process Template
 - Kim reviewed all previously discussed changes, which appeared in yellow on the current template version.
 - The following changes were discussed and approved:
 - It was decided to combine the entries “instructor evaluation” and “supervisor/administrator staff evaluations” into one entry, “Employee Performance Evaluations”. Dr. Sullivan stated that the Personnel Evaluation Committee was the responsible party for this, not IE. The change was noted.
 - Wording was changed for collection of evidence of program SLO’s to “Collect Evidence of Program Level SLO’s (portfolios, capstone projects, etc. as appropriate)”. This is found under the evaluation column in May.
 - After discussion of responsibility of posting budgets electronically, responsibility was changed to the Business Office. The word electronically was also removed in case BCCC does not have electronic posting capabilities in the next year, per Dr. Tansey and Charles.
 - Responsibility was changed from IE to Business office for collecting budget data, generating budget reports, and posting electronically.
 - Dr. Sullivan questioned the duplication of work between the planning council and IE in the campus-wide evaluation of the planning process. It was determined that the Planning Council would create the survey instrument for the campus wide-evaluation of the planning process and IE would distribute the survey and collect the data.
 - Kimberly asked if we should add a Facilities Needs survey to the plan and who would be responsible. Dr. Tansey thought this was a good idea, as there has not been good campus input into facilities needs in the past and it is unlikely BCCC will have a full facilities master plan update before SACS. It was decided to add the Facilities Needs survey to the plan in August of the planning year, responsibility going to VP of Administrative Services. Penny and Jay are going to research available documents to use for this upcoming planning year and if a suitable document is not found, senior staff will poll their areas for facilities needs.
 - Dr. Sullivan asked to revisit the need for a mid-year snapshot. Dr. Tansey stated she would not need one, so the mid-year snapshot was removed from the plan.

➤ Cyclical Diagram

- The following changes were suggested for the cyclical diagram (the easy to read version of the plan):
 - Employer satisfaction surveys and program SLO data were moved from the implement box to the evaluate box
 - Mid-year progress snapshot was removed
 - The section “Create” was renamed “Create the Plan”.

III.

Presenter: Kim Mullis

➤ Process after approval

- Penny asked about the process for the strategic plan after the Planning Council makes its final approval. Per Dr. Tansey, the plan will be sent to the SACS Leadership Team for discussion, changes, and approval. Any suggested changes or directives made by SACS Leadership Team will be sent back to Planning Council for discussion, change, and approval. Once final changes are approved by both Planning Council and SACS Leadership Team, the plan will be sent to Senior Staff for final approval.
- Kimberly and Penny will present the finalized plan to the SACS Leadership Team on 4/17/13 at 08:30.
- When approved, the new strategic plan will take effect on July 1, 2013.

IV.

Presenter: Jay Sullivan

➤ Unit Plan Template for Planning

- Dr. Sullivan shared with the Planning Council his draft of a new template to be used at the unit level for planning. The template includes worksheets for goals, planning, assessment, budgeting, goal analysis, and the BCCC mission, vision, and long-range goals. The document, an excel file, will be available for all users on the N drive to begin planning for the 2013-2014 year in July.

V.

Presenter: Kim Mullis

- Meeting Adjourned at 4:20

Other Information

The updated strategic planning process template and cyclical diagram will be posted on Sharepoint. Approval of both documents will be done through the team discussion thread. For our next meeting, date TBA, please read over yellow handout on SACS standards documentation.

Next Meeting: TBA