

**Beaufort County Community College
Planning Council
Tuesday November 13, 2012**

The Beaufort County Community College Planning Council held a meeting on Tuesday November 13, 2012 at 4:00 pm in the conference room of Building 1.

Present

Kimberly Mullis
Erica Schatz
Charles Gullette
Penny Sermons
Jay Anders
Chet Jarman
Sandy McFadden
Dr. Sullivan

Absent

Joy Landeck
Dr. Tansey

Kim Mullis called the meeting to order at 4:05. We were provided with a packet that included the agenda, the purposes of the planning council, SACS standards related to the planning council, and summaries of planning processes of other colleges/universities provided by committee members.

The minutes for the October 10 meeting were approved by the committee.

Kim provided the council with 5 key threads of research gleaned from the research into the planning processes of other schools. Those 5 threads are: communication, campus involvement, electronic processes, needs assessment, and mission, vision, goals.

Penny suggested that we break into smaller sub-committees to look at each of these items more in-depth. The group felt this was a good idea and we moved to do so. The subcommittees and assignments are as follows:

Penny, Joy, and Jay A: Communication and campus involvement
Erica, Sandy, and Chet: Electronic processes
Kim and Charles: Needs assessment and mission, vision, goals.

Each subcommittee should look at the synopses of other schools processes provided by the council members, research their assigned topic more in-depth, and submit concrete recommendations about the planning process to the council based on the research. Each group is responsible by submitting their findings to Kim the first week in January. She will compile and distribute the data before our January meeting.

Dr. Sullivan provided us with valuable information including:

- The BCCC mission is being reviewed by the Mission Review and Assessment Committee. Any changes need to be taken to the Board by February, so this will be a fast moving process. Any suggestions we have regarding the mission and changes will be taken by Dr. Sullivan to the committee.

- Dr. Sullivan recommended looking at the SACS resource manual and reviewing questions for each standard that must be answered. This is a good starting point in the review process, to ensure we are SACS compliant with the mission.
- The mission review committee will meet roughly every two weeks.
- Dr. Sullivan asked about the planning council's time-line for suggesting change in the planning process. He suggested that BCCC planning currently begins in the fall, so change recommendations need to be well in advance of Fall 2013.
- Dr. Sullivan recommended looking at the UNC-G and Guilford colleges as other schools to include in our research on planning.
- Taskstream, Compliance Assist, and SharePoint (which is already owned by BCCC and being utilized for other projects) are software programs to look at.

Other questions posed to Dr. Sullivan:

- Is BCCC using the term 'strategic plan' and 'long range plan' synonymously? My interpretation of the answer was that, as Dr. Tansey moves us towards a more data-driven planning process, the term strategic is more appropriate.
- The Senior Staff is now in charge of the "assumptions" that used to be an ad-hoc committee.
- Will the document (BCCC plan) always be such a large document? Yes, but with software can be much more manageable and allow persons access to their particular part of the plan only.

Other items mentioned:

- The planning process could become more fluid, i.e. not set in stone in the fall for the whole year
- Sandy would like us to make a push for using student portfolios as a means of student evaluations.

Kim will email the group with the date, time, and location of the next planning council meeting.

The meeting was adjourned at 4:45.

Respectfully submitted,
 Erica Schatz
 Planning Council Secretary