

Planning Committee

October 21, 2014

3:00-4:15

8-Conference Room

Chair: Stacey Gerard

Secretary: Dana Sauls

Vice-chair: Jeanne Martin

Members

Attending: Stacey Gerard, Jeanne Martin, Laurie Evans, Jay Sullivan, and Dana Sauls

Minutes from Meeting (10-21-14)

Agenda Items:

I. Minutes

Presenter: Stacey Gerard

- Jeanne motioned to approve the minutes from April, June, and July. Laurie seconded. Motion carried.

II. Planning Handbook

Presenter: Stacey Gerard

- Should we have a LRC representative and the Staff Association President serving on the committee?
- The committee feels we need representation from across the campus.
- Stacey will consult Dr. Tansey for further clarification of the handbook and assignments.

III. Strategic Directions

Presenter: Stacey Gerard

- How are the Strategic Directions being distributed?
- Mission statement on website—updated to reflect Strategic Directions.
- Chair of Planning Council should email a copy of the Strategic Directions to all faculty and staff and also attach a link to the Board of Trustees packet.
- Develop a survey for Mission and Vision Statement.
- RIE will use Survey Monkey to administer the survey.
- Jay will send the instrument via email and we will determine at the next meeting which direction we need to go.

IV. Facilities Master Plan

Presenter: Jeanne Martin

- Master Plan was emailed to Jeanne from Wesley Adams reflecting the top 10 Board approved reprioritizations.

**V. Committee/Campus
Focus Groups**

Presenter: Stacey Gerard

- Dr. Tansey specifically wanted Focus Groups in the handbook.
- Can we utilize groups already in place or did she have something else in mind?
- Stacey will get clarification before the next meeting.
- Approximately 10-12 individual committees within Continuing Ed. They attend meetings and bring input back to the college.
- Curriculum—only receive input from certain sectors or business leaders. Maybe we can modify advisory boards already in place.

**VI. Campus Climate
Survey**

Presenter: Stacey Gerard/Jay Sullivan

- The last survey given was 2006-2007. We can't afford a PACE. The last PACE was given 10 yrs. ago.
- Possibly 2-3 yrs. out of SACS reaffirmation; this will be in 2018. Attempt to send out another survey in 2015 or 2016.
- Tabled this issue until next meeting (Informal survey before a formal one and how it relates to the Planning Process).

**VII. Distance Education
SWOT**

Presenter: Laurie Evans

- Handout given out reflecting strengths, weaknesses, opportunities, and threats; located on the "Z" drive.

VIII. Technology SWOT

Presenter: Stacey Gerard

- IT workgroup no longer exists. No SWOT was done.
- Table until next meeting (Do we need SWOT's so frequently?)

**IX. Demographic and
Economic Data**

Presenter: Stacey Gerard/Jay Sullivan

- Will not need again until it's time to revise the Strategic Directions.
- Don't need to be updated each year.
- Senior Staff needs to be involved as to timeline to revise calendar and Strategic Directions and Handbook.
- Stay outside of 2 yr. mark after 2016 for Strategic Directions revisions.

**IX. Academic/Non-
Academic Program
Mission and Goals**

- Table until meeting.

Meeting adjourned at 4:15.