

December 4, 2013

3:00 pm

Bldg 1 Conference Room

Planning Council

Chair: Kimberly Mullis

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Vice-chair: Penny Sermons

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Members Attending: Kimberly Mullis, Penny Sermons, Erica Schatz, Jeanne Martin, Betty Beacham, Chet Jarman, Jay Sullivan (Resource), Charles Gullette

Members Absent: Barbara Tansey

Minutes from Meeting December 4, 2013

Agenda Item

I. Approval of minutes

Presenter: Kimberly Mullis

- The minutes from the October 28 meeting were approved.

II. The planning process revised

Presenter: Kimberly Mullis

- Kim presented the updated strategic plan based on the changes approved by the Council at the October 28th meeting.

III. Writing Team Update

Presenter: Penny Sermons

- Kim and Penny met with Mark Nelson and Wesley Adams on November 15, 2013 to collaborate on data collection for SACS standard 3.11.3, which deals with facilities. Information shared included:
 - Mark provided a facility update approved at the Board of Trustees retreat in November.
 - Kim and Penny shared a list of facility changes Planning Council discussed at the October 28th meeting.
 - An inventory of repurposed areas around campus is being generated. Floor and emergency evacuation plans are being updated.
 - Recently completed facility checklists and the deferred maintenance plan will be put in electronic form.
 - Wesley is verifying the campus is up-to-date with ADA compliance.
 - The Board of Trustee property committee minutes will be linked in our SACS narrative to demonstrate facility and grounds upkeep.
 - Job descriptions are being updated and made electronically available.
 - Facilities SWOT survey will take place in the future.
 - The group looked at South Plains CC and will utilize a table similar to theirs to present a summary of maintenance and physical plant expenditures and technology infrastructure.
 - Mark indicated everything should be completed by mid-December.
- The narrative is due in early February 2014.

IV. Needs Assessment

Presenter: Kimberly Mullis

- In January 2014 needs assessment data will be gathered by IE and the Planning Council will work together with senior staff and IE to analyze the data.
- The Planning Council and senior staff will utilize the data to generate planning assumptions and create strategic (short-term) goals for 2014-2015. According to the approved strategic plan, this process should be completed by March 2014.
- All trend and needs assessment data that will be utilized in the goal planning process will be linked on a soon to

be available libguide.

- Jay stressed that there needs to be balance when using the data to influence the decision making process for the strategic goals. There should be a balance between too little and too much data.
- When generating strategic goals, Planning Council should take into account the BOT's defined goals, as well as trends, data, and what has been accomplished this year.
- It was decided that Planning Council will meet with Senior Staff in January to establish subcommittees and strategic goals will be finalized in March.

IV. Planning Handbook

Presenter: Kimberly Mullis

- Planning Council members divided up the areas of the handbook which remain to be written, so that each member is responsible for writing a piece of the handbook. Assigned sections are:
 - Jeanne – Glossary of Terms
 - Budget – Charles
 - Unit plans/Assessment – Jay
 - Professional development – Penny and Betty
 - Program Review – Erica
 - Needs Assessment – Chet and Kim

Other Information

Next Meeting: Wednesday, January 22, 2014 at 3 pm in the Bldg 10 board room pending verification of attendance by senior staff.