

# Planning Committee

January 20, 2015

3:00-4:10

8-Conference Room

**Chair:** Stacey Gerard

**Secretary:** Dana Sauls

**Vice-chair:** Jeanne Martin

## Members

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

## *Minutes from Meeting (1-20-15)*

### Agenda Items:

#### I. Minutes

**Presenter:** Stacey Gerard

- Jeanne motioned to approve the minutes from November, with amended changes. Laurie seconded. Motion carried.

#### II. Update Planning Handbook

**Presenter:** Stacey Gerard

- Each meeting, the committee will work on updating sections of the handbook.
- Jay added-The updates need to agree with the Personnel Policies and Procedures Manual.
- Planning Committee section-add-Please refer to BCCC committee assignments.
- Concerns were raised about not including an LRC Rep in the planning committee.
- Could we invite individuals to one of our meetings when input is needed to their relevant topic?
- Stacey will start a Strategic Planning handbook draft.
- Purposes of the committee 1-5 must also follow the Personnel Policies and Procedures Manual. Also include a date for revision.
- Planning Process – Leave as is. Diagrams still need a visual.
- Needs Evaluation – Dr. Tansey said that she envisioned the Planning Council compiling what state-wide trends are and use the data for planning purposes.
- Facilities survey – ask Wesley or Mark to come to one of our meetings if needed. When we are ready for information, then we will invite them. Eliminate the verbiage in the handbook.

#### IV. Mission Vision Survey

**Presenter:** Stacey Gerard

##### Results

- Each person from the committee will breakdown the results and bring back concerns and ideas/suggestions to the next meeting.
- Revisit mission statement and make suggestions for changes. Do not go past April- Make changes in our meeting in Feb. Target date to Senior Staff in March. Goes to Board of Trustees in April.

## **V. Committee/Campus**

**Presenter:** Stacey Gerard

### **Focus Groups**

- Dr. Tansey- different from advisory groups.
- Stacy referred to the Focus Group manual from CCCSE.
- Spring- good time to plan for this.
- Establish Focus Groups- Need a Coordinator
- Focus group meetings no longer than an hour. Small and focus on dialogue – 12 members are a starting point. One of the topics to bring up is our strategic directions.
- Groups: Students, Faculty/Staff, Community, Stakeholders
- Target date? TBA by Laurie Evans (overall coordinator and Students). Jeanne (Faculty/Staff), Stacey (Community/Stakeholders).

Meeting adjourned at 4:10.