

February 6, 2014

3:00 pm

Bldg 10 Board  
Room

# Planning Council

**Chair:** Kimberly Mullis

**Secretary:** Erica Schatz

**Vice-chair:** Penny Sermons

**Members Attending:** Kimberly Mullis, Penny Sermons, Erica Schatz, Chet Jarman, Charles Gullette, Dr. Tansey

**Members Absent:** Jay Sullivan (Resource), Betty Beacham, Jeanne Martin

**Others Attending:** Dr. Ange, Rick Anderson, Mark Nelson, Judy Jennette

## *Minutes from Meeting February 6, 2014*

### Agenda Item

#### I. Approval of minutes

**Presenter:** Kimberly Mullis

- The minutes from the December 4, 2013 meeting were approved.

#### II. Strategic Planning Overview/Timeline

**Presenter:** Kimberly Mullis

- Kim presented the group with an overview of the planning cycle adopted last year and discussed the timeline for determining the 2014-2015 planning trends/assumptions and directions as guided by the planning cycle.
  - Members and Staff were presented with the Blue Ridge Community College strategic plan, on which we will model our 2014-2015 planning trends/assumptions and directions. This plan was chosen as a model for its simplicity and comprehensiveness.
  - Planning council and senior staff members will be split into groups to analyze data for several categories including demographics, workforce, technology, economics, and social/political trends.
  - Kim provided each committee and senior staff member with the 2012-2013 planning assumptions and 2013-2014 annual goals to use for guidance when meeting in subcommittees.
  - We will mimic the flow of the BRCC document utilizing information that is specific and relevant to BCCC.
  - The process will be as follows:
    - Subcommittees will meet and analyze data assigned data, identifying planning trends/assumptions relevant for 2014-2015.
    - Identified trends/assumptions forwarded to Kim or Jay to post to the Planning Council LibGuide by February 26.
    - Each committee and senior staff will review the identified trends/assumptions for each group before a meeting on March 5.
    - At the March 5 meeting, we will review and modify trends/assumptions as necessary.
    - Subcommittees will break into groups again to identify planning directions for their assigned category and forward information to Kim or Jay for posting by March 21.
    - Everyone will review planning directions prior to March 26 meeting.
    - At the March 26 meeting, we will review, modify, and finalize planning directions.

### III. Needs Assessment Libguide

**Presenter:** Kimberly Mullis

- Kim reviewed the tabs found on the Libguide
  - Articles tab – helpful for identifying trends
  - Locally prepared reports and data tab – IE office generated data in addition to reports from other sources
  - Data Sets and Resources tab – raw data
- A “Planning Assumptions” tab will be added to post subcommittee trends/assumptions. A “Strategic Directions” tab will be added to post short-range goals.

### IV. Subcommittee Structure

**Presenter:** Penny Sermons

- Subcommittees were assigned as follows:
  - Demographic Trends: Kim Mullis and Judy Jennette
  - Workforce Trends: Chet Jarman and Jay Sullivan
  - Technology Trends: Penny Sermons, Betty Beacham, and Crystal Ange
  - Economic Trends: Charles Gullette and Mark Nelson
  - Social and Political Trends: Erica Schatz, Jeanne Martin, and Rick Anderson

### IV. Action Plan

**Presenter:** Erica Schatz

- Members of the planning council and senior staff decided on the following timeline:
  - February 26 – Subcommittee trends/assumptions due to Kim or Jay
  - March 5 - Meet in Bldg 10 Board Room at 9:00 am to discuss findings
  - March 21 – Subcommittee planning directions due to Kim or Jay
  - March 26 – Meet in Bldg 10 Board Room at 3:00 pm to finalize strategic directions

## ***Other Information***

**Next Meeting:** Wednesday March 5, 2014 at 9:00 am in Bldg 10 Board Room. Subcommittees meet before Feb. 26 as convenient.