

Planning Committee		June 30 and July 14, 2014	
		3 pm	
		Bldg 1 Conference Room	
Chair:	Kimberly Mullis		
Vice-chair:	Penny Sermons	Secretary:	Erica Schatz
Members Attending:	June 30: Kim Mullis, Erica Schatz, Jeanne Martin, Jay Sullivan (Resource) July 14: Kim Mullis, Erica Schatz, Penny, Sermons, Jeanne Martin, Jay Sullivan (Resource)		
Members Absent:	June 30: Dr. Tansey, Betty Beacham (retired), Charles Gullette, Chet Jarman (retired) July 14: Dr. Tansey, Charles Gullette		
<i>Minutes from 6/30/14 and 7/14/14</i>			
Agenda Item			
I. 6/30/14	Planning Handbook Review	Presenter:	Kim Mullis
<ul style="list-style-type: none"> ➤ The sections of the handbook that had been submitted prior to this date were reviewed for accuracy and consistency with the BCCC Writing Style Guidelines. Changes were made electronically as suggestions were made. ➤ The members present decided to hold off on the creation of a glossary until the document was finished in its entirety. 			
II. 7/14/14	Planning Handbook Review and Finalization	Presenter:	Kim Mullis
<ul style="list-style-type: none"> ➤ The handbook was thoroughly reviewed one more time for accuracy and consistency. The members determined a glossary would be repetitive and opted to leave it out of the final document. ➤ The members of the planning committee present at the meeting voted to accept the final version of the document. ➤ Jay will forward the final version to Rebecca Adams for a last proof-read. 			
<i>Other Information</i>			
Next Meeting:	The next meeting will be determined in Fall 2014, after committee changes have been announced.		