

# Planning Council

January 22, 2013

3:00

Building 1 Conference Room

## Chair:

Kimberly Mullis

## Vice-chair:

Penny Sermons

## Secretary:

Erica Schatz

## Members

**Attending:** Dr. Tansey, Chet Jarman, Sandy McFadden, Joy Landeck, Charles Gullette, Jay Anders

## Members

**Absent:** none

## *Minutes from Meeting January 22,2013*

### Agenda Item

#### I. Approval of Minutes

**Presenter** Kimberly Mullis

- Minutes from 11/13/12 meeting approved

#### II. Committee Chairs Meeting Report

**Presenter:** Kim Mullis

- All committees are a work in progress and there may be some overlap. There may be some revising of committee purposes. All committee members are expected to actively contribute to the purpose of the committee. The term "assessment" will now be utilized on campus to refer exclusively to the SACS process. Other ways in which the term has been used at BCCC (to mean evaluations, measurement, etc) will need to have different wording. This will allow everyone to use the word assessment to have the same meaning. All committee work should be documented and records kept by individual committees. In the future there will be an electronic process in place.
- Kim developed a Planning Council notebook that contains the committee purpose, SACS standards for which the committee is responsible, BCCC mission, vision, and goals, BCCC committee structure, SACS documents and resource guide, compliance from 2008 accreditation, the agenda and minutes from each committee meeting, BCCC strategic plan, and any research compiled by the committee.

#### III. SACS Standards

**Presenter:** Kim Mullis

- The Planning Council is responsible for SACS standards 2.4, 3.1.1, 3.11.3, and 4.1.
- How does standard 3.11.3, Physical Facilities, tie in to the Planning Council?

Per Dr. Tansey – The Planning Council needs to tie the facilities master plan into the strategic planning process, most easily as a step in the plan. The step could include the review and update of the facilities master plan by the VP of Administrative Services and review of the deferred maintenance issues by the appropriate person (currently Wesley Adams).

- The Planning Council members should read over and familiarize themselves with the SACS standards and BCCC's proof of compliance from 2008 provided in a handout by Kim. The committee will document how we demonstrate compliance with the standards assigned to our committee. Kim meets with Dr. Ange January 24<sup>th</sup> for more information on SACS.

#### **IV. BCCC Strategic Planning Process**

**Presenter:** Kim Mullis

- Research Findings – The Planning Council talked through the findings of the research conducted by members regarding the strategic planning process and steps that should be taken.
- Template – based on the research by the Council, Kim created a template for the planning process for the Council to consider. The template includes five components: Vision, Mission, and Goals, Needs Assessment, Strategic Plan, Implementation, and Evaluation. This template allows the Council to separate items into those necessary in the planning year and those necessary in the implementation year of a two year cycle. Each component of the process is customizable by filling in the concrete tasks necessary to accomplish the specific plan component and who is assigned responsibility for that task and a timeline for completion.
- Once the plan is approved by the Council, it should be sent to Senior Staff for final approval to include changes or items that need to be incorporated.
- BCCC will utilize SharePoint as the common place to store and work on documents. The Planning Council will utilize SharePoint as an efficient tool for working collaboratively on the planning process. Kim will contact Brenda Rogers to arrange time to discuss the site and training.

#### **V. Planning Council Responsibilities**

**Presenter** Dr. Tansey/Kim Mullis

- We need to figure out a process to allow the information to 'bubble up' from the bottom so that all college employees will be involved. The needs assessment data and planning assumptions will need to be distributed to all so these things are taken into account when planning starts.
- The four critical issues found in the current document will remain the same for this year as the Council builds a new plan in the background.
- The Council can build broad initiatives from the recommendations submitted by units/subunits and determine which are the most critical, which can be bundled together, or which can suffice with other alternatives.
- The Council will need to fill in the meat of the plan and assign the responsibilities and timeline for tasks to be completed. We can work individually to think through the tasks then come together as a group to discuss.
- The group has decided to come together every 3 weeks to accomplish the goal of completing a strategic planning process to be implemented 2013-14.

### ***Other Information***

**Next Meeting:** Date TBA