

**BEAUFORT COUNTY COMMUNITY COLLEGE
PLANNING COUNCIL**

The Beaufort County Comm College (BCCC) Planning Council met February 6, 2003 at 3:00 p.m. in room 14 of building 5, lower level, Basic Law Enforcement Training classroom.

PRESENT:

Dr. David McLawhorn	Dorothy Jordan
Amy Bass, PC Secretary	Sandy McFadden
Wesley Beddard	Riley Mills
Dixon Boyles	Dorie Richter, PC Chair
Clay Carter	Sandra Sauve'
Dell Enecks	Rhonda Sawyer
Mike Hall	Penny Sermons
Kay Hauser	Sherry Stotesberry
Chet Jarman	Almeta Woolard
Judy Jennette	

ABSENT:

Debra Baker
David Crosby
Sandra Edwards
Brandi Elliott, SGA
Chuck Hauser

Dorie Richter, Planning Council Chair, called the meeting to order. New members (Dorothy Jordan - Staff Association President and Sandy McFadden - Faculty Senate President) and returning members were welcomed. Mandy Jones, Chairperson for the BCCC Mission and Goals Committee, and Sharon Cherry, representing PC member Sandra Edwards, were also present and welcomed.

The agenda items were as follows:

I. BCCC Mission and Goals Committee Report

Mandy Jones, Chairperson for the BCCC Mission and Goals Committee, summarized the activities of the Mission and Goals Committee at the September 3, 2002 and September 10, 2002 meetings.

According to Mandy, the Mission and Goals Committee met twice to develop a "Vision" for the College and to review the College Mission and Long-range Goals. (After lengthy discussions, a new College "Vision" was developed. The College Mission and Long-range Goals were recommended without change.) The Committee was comprised of representatives from BCCC curriculum and services areas, BCCC Board of Trustees – Rev. Robert Cayton, the College service area – John Jones, and BCCC student – Clara Ebron.

The College Vision, Mission, and Long-range Goals were approved by BCCC Administrative Council September 25, 2002 and the College's Board of Trustees October 1, 2002.

II. BCCC Information Technology Committee Activities Update

Mike Hall, Network Administrator, summarized the activities of the BCCC Information Technology Committee. Rhonda Sawyer, Dean of Administrative Services, gave an update on the new CIS system. (As of July 1, 2003 the new system will start up with general ledger, accounts payable, and purchasing.) Penny Sermons, LRC Director, reported on the College Computer Use Guidelines which reflect the existing policy found in Section K of the BCCC Faculty/Staff Manual.

III. Grant Activity Report

Almeta Woolard, Coordinator of Research and Special Projects, distributed the “Grant Activity Report” that summarizes BCCC grants recently submitted, grants under construction, and grants that have been funded and implemented. The report is updated every other month for presentation to the Board of Trustees.

IV. Report on the BCCC 2003-2008 Long-Range Plan “Assumptions.”

Penny Sermons, Planning Council “Assumptions” Sub-committee chairperson, presented page-by-page the 2003-2008 LRP planning assumptions as revised by the ad hoc committee.

Clay Carter made a motion to accept “Assumptions” as presented; Chet Jarman seconded the motion. With no further discussion, the motion carried.

Penny also presented the summary results from the S.W.O.T. Survey (Strengths, Weaknesses, Opportunities, and Threats) distributed to faculty and staff in December. The results, she explained, will be used as additional information for the College Strategic Objectives (short-range goals) review and for individual areas as those areas develop plans for the upcoming year.

V. Review the BCCC Strategic Objectives and their Expected Outcomes for the 2003-2008 Long-Range Plan.

Prior to this meeting, department heads and selected personnel reviewed the College Strategic Objectives and their expected measurable outcomes and submitted changes to the Director of Planning and Institutional Effectiveness. A copy of the strategic objectives and their expected outcomes *with all suggested changes* was then sent to the Planning Council members.

During this meeting Council members were asked to review the Strategic Objectives and their expected measurable outcomes one-by-one considering all the information presented that afternoon (College Vision, Mission, Goals, Assumptions, and the S.W.O.T. Survey comments.)

The following recommendations to the Strategic Objectives and their expected measurable outcomes were made:

A. Page 22 - **change** the expected outcome for #1. “~~90%~~ 95% or more of the graduates responding to a survey will report that BCCC met their intended objective.”

B. Page 24 - **change** the expected outcome for #19. “100% or the BCCC programs will ~~meet~~ comply with the North Carolina Community College System curriculum standards.”

C. Page 24 - **change** the expected outcome for #20. “100% of SACS Criteria “must” statements requirements will be in compliance for programs offerings, faculty credentials, and staff development.”

D. Page 25 - **add** to the expected outcome for #23: “s” to exam.

E. Page 25 - **add** to the expected outcome for #26: “The percentage of first-time test takers that pass the EMT, **EMT-D, EMT-I** exam will meet or exceed the NCCCS standard.

F. Page 25 - **change** the expected outcome for #28. “~~90%~~ **95%** or more of the BCCC graduates responding to a survey will report that BCCC met their intended objective.”

G. Page 27 – **change** the expected outcome for #41. “At least two new Basic Skills sites will be ~~started~~ located.”

H. Page 27 – **change** the Strategic Objective for # 7. “Evaluate and enhance the management of human resources ~~to meet the needs of the next decade.~~

I. Page 27 – **change** the expected outcome for # 43. “....(e.g. personnel recruiting, retention, and CIS implementation.)”

J. Page 28 – **change** the expected outcome for #47. “ (Contingent upon funding of the block grant ~~community program.~~)

K. Page 28 – **change** the Strategic Objective for # 11. “Promote development in the BCCC service area by maintaining present efforts and ~~determining new~~ supporting service area economic development initiatives.”

L. Page 29 – **delete** #54 and add: “BCCC will continue to partner with business and industry by providing curriculum and continuing education offerings (e.g. new and expanding industry training, training for dislocated workers, small business center services, occupational extension classes, and curriculum programs.)”

M. Page 29 – **change** the expected outcome for #58. “Grant funding of special projects will reach a goal of at least ~~\$25,000~~ \$50,000 annually.”

Sandy Sauve’ made a motion to accept Strategic Objectives and their expected outcomes as amended; Penny Sermons seconded the motion. With no further discussion, the motion carried.

VI. Mid-year progress reports, changes to 2002-2007 Plan.....

Dorie reminded the members to review their unit/subunit purpose and goals and to begin to develop the activities and tasks for the 2003-2008 Long-Range Plan. She also asked members to send to her or to Amy their mid-year progress reports and any changes to their 2002-2007 Long-Range Plan before Monday, March 10, 2003.

Mike Hall made a motion to adjourn the meeting; Penny Sermons seconded the motion. With no further business, the motion carried. The meeting adjourned at 4:30 p.m.

