

**BEAUFORT COUNTY COMMUNITY COLLEGE  
PLANNING COUNCIL**

The Beaufort County Community College (BCCC) Planning Council met in the Board Room of Building 10 on Tuesday, October 28, 2008.

**PRESENT**

Dr. David McLawhorn, President

Emily Albera

Amy Bass

Wesley Beddard

Dixon Boyles

David Crosby

Clay Carter

Dr. Mike Davis

Donna Dunn

Dell Enecks

Carolyn Hughes

Chet Jarman

Judy Jennette

Mandy Jones for Karen Toler

Brown McFadden

Riley Mills

Phillip Price

Dorie Richter, PC Chair

Sherry Stotesberry

Tricia Woolard for Penny Sermons

Celina Worsley

**ABSENT**

Gregg Allinson

Karen Toler

Penny Sermons

Planning Council Chair, Dorie Richter, called the meeting to order at 3:05 p.m. Emily Albera – Faculty Senate President, Dr. Mike Davis and Dell Enecks - Faculty Senate Representatives, Carolyn Hughes - Staff Association President, Mandy Jones for Karen Toler and Sherry Stotesberry - Staff Association Representatives, Tricia Woolard for Penny Sermons, and SGA President – Celina Worsley were welcomed. Returning members were also welcomed.

Ms. Richter asked the Planning Council to review the agenda for the afternoon and to make any additions or modifications they wished. Phillip Price made a motion to accept the agenda as presented; Chet Jarman seconded the motion. The motion carried.

The information packets that were distributed at the beginning of the meeting were reviewed. Ms. Richter asked the Council to send her any changes to the unit and subunit chart.

The agenda items were as follows:

**I. Mission Review Committee.**

Phillip Price, Dean of Administrative Services, reported that the College Mission Review Committee had met on September 30, 2008; discussed the input received from BCCC faculty and staff; and reviewed the College Core Values, Vision, Mission, and Long-range Goals.

According to Dean Price, the Mission Review Committee recommended adding “continue to” the College Vision to read as follows - “Beaufort County Community College will continue to be an innovative community leader, providing an open door to the future through educational opportunity, economic development, and public service.”

The Mission Review Committee approved the Core Values, amended Vision, Mission, and Long-range Goals at the conclusion of the September 30<sup>th</sup> meeting. BCCC Administrative Council approved the Mission Review Committee actions on October 6, 2008, and the Board of Trustees approved the College Core Values, amended Vision, Mission, and Long-range Goals on October 7, 2008. The approved Values, amended Vision, Mission and Long-range Goals were emailed to BCCC personnel on October 8, 2008 and have been posted on the BCCC web site. A copy of the Mission Review Committee meeting minutes also has been posted.

## **II. BCCC Technology Committee Activities.**

David Crosby, BCCC Information Technology Committee Chairperson, reported to the Planning Council that the Information Technology Plan for 2008-2009 had been reviewed and approved by the Information Technology Committee and Administrative Council. Mr. Crosby also reported on the Blackboard v.8, the first Continuing Education hybrid class (enrollment of 21 students; 17 completed), WebSense monitoring, and the upgrade of the College's operating system.

Ms. Richter shared an email from Brown McFadden that relates to our unit and subunit planning. In the email Brown comments that

- Line items with a cost to upgrade from XP to Vista or to upgrade to Office 2007 need to be changed to "zero" cost. (The campus has a Microsoft Campus-3 contract that provides those upgrades at no cost to the department.)
- Because there is an inconsistency as to when to upgrade PCs, everyone should reword to 5-year cycles. The College has 950 computers on campus - which means about two hundred per year. A 5-year cycle is consistent with our normal replacement cycle. (Of course, according to Mr. McFadden, some hardware must be upgraded in shorter cycles and those should remain as they are, but basic word processing and Internet activities fit well in a 5-year cycle.)
- There were some references to laptops. Mr. McFadden states that we do have a laptop policy. Since laptops can run/cost so much more than a desktop, three times in many cases, and since they are fragile, he would encourage that we look closely at these mobile applications, and if we can leverage less expensive alternative technologies, we should do so. (Example: mini-laptops, nComputing solutions, etc)
- If we suggest a technology that will require increased demands on our network, he really needs to understand that application first, and then needs to include the cost of expanding our infrastructure to support the application.

### III. “Planning Assumptions” Sub Committee Report.

Sandy Sauve’, Dean of Student Services, summarized the activities of the Planning Assumptions Subcommittee. Dean Sauve’ pointed out the changes from last year’s planning assumptions. She stated that the subcommittee had carefully reviewed last year’s critical issues and strategic objectives and, based on the information reviewed, recommended the following changes:

#### CRITICAL ISSUES

**Growth**  
**Reaffirmation**  
**Technology**  
**Funding**

#### STRATEGIC OBJECTIVES: Short-Range Goals

1. ~~3~~- Assess and revise ~~best~~ practices and programs.
2. ~~4~~- Address and respond to resource constraints.
3. ~~2~~- Communicate College offerings, value, and potential.

Dean Sauve’ made a motion to accept the identified critical issues and short-range goals for 2009-10 planning year as recommended by the subcommittee; Dean Phillip Price seconded the motion. With no further discussion, the motion carried.

### IV. SACS

Dixon Boyles, Arts and Sciences Division Chairperson and SACS Liaison, reported that the SACS On-site Chair, Dr. Karen Bowyer, visited campus October 20, 2008. Dr. Bowyer met with the BCCC Leadership team, the QEP team, and the Compliance team. According to Mr. Boyles, the visit was very helpful. The SACS On-site Committee will be on campus November 11-13, 2008. A schedule will be sent to the BCCC SACS teams as soon as it is finalized. In the meantime, BCCC team members were asked to send materials to the On-site Committee members as requested.

### V. **Expected Measurable Outcomes for the 2009-2010 Strategic Objectives.**

Dorie Richter distributed a copy of the newly approved strategic objectives (SO’s), short-range goals, with suggested outcomes listed for each one. The following changes were recommended

- a. SO #1 - Assess and revise practices and programs.
  - delete the word ‘best’ in the first expected outcome.
  - add an outcome relating to the SACS QEP. (Note: 11-4-08 Dixon Boyles emailed the following “The QEP will enhance the written communication skills of BCCC graduates.”)
- b. SO #2 - Address and respond to resource constraints.
  - add “College personnel will continue to monitor expenditures and prioritize purchases to preserve financial stability.”
- c. SO #3 - Communicate College offerings, value, and potential.
  - change the first outcome to read “College will continue to advertise offerings through targeted mailings, bill boards, newspapers, radio, email, web site, and TV.”

Ms. Richter will send a copy to the Council for review.

**VI. Modify the BCCC 2008-2013 Institutional Effectiveness Plan (IE Plan) based on the 2007-2012 “End-of-the-Year” Report.**

Mrs. Richter asked the Council if there were any modifications based on budget or the 2007-2012 “End of the Year” Report. There were none.

Ms. Richter thanked all those present again for their time, effort, and input. Wesley Beddard made a motion to adjourn the meeting; Riley Mills seconded the motion. With no further discussion, the motion carried. The meeting was adjourned at 3:50 p.m.

Dorie Richter, Chair

October 28, 2008

**Additional note:** Council members are reminded to

- (1) Review their unit/subunit purpose and goals and to begin to develop the activities and tasks for the BCCC 2009-2014 Institutional Effectiveness Plan,
- (2) Send any changes to this year’s 2008-2013 IE Plan (Refer to agenda item VI.) to Amy Bass,
- (3) And complete and forward mid-year reports to Amy Bass by Friday January 16, 2009.