

**BEAUFORT COUNTY COMMUNITY COLLEGE
PLANNING COUNCIL**

The Beaufort County Comm College (BCCC) Planning Council met November 19, 2003 at 2:45 p.m. in the conference/board room of Building 10.

PRESENT:

Dr. David McLawhorn

Gregg Allinson

Debra Baker

Wesley Beddard

Dixon Boyles

Clay Carter

David Crosby

Dell Enecks

Amy Gilreath, PC Secretary

Mike Hall

Shields Harvey

Chuck Hauser

Kay Hauser

Chet Jarman

Judy Jennette

Sandria McFadden

Dorie Richter, PC Chair

Rhonda Sawyer

Penny Sermons

Almeta Woolard

ABSENT:

Rhunell Boyd

Riley Mills

Sandra Sauve'

Sherry Stotesberry

Denise Woolard, SGA

Dorie Richter, Planning Council Chair, called the meeting to order. Shields Harvey - Board of Trustees Member, Debra Baker - Faculty Senate President, and Almeta Woolard - representing Staff Association President Rhunell Boyd, were welcomed. Returning members were also welcomed.

Ms. Richter then asked the Planning Council to review the agenda for the afternoon and to make any additions or modifications they wished. David Crosby made a motion to accept the agenda as presented; Penny Sermons seconded the motion. With no further discussion, the motion carried.

The agenda items were as follows:

I. BCCC Technology Activities Update.

A. Information Technology Committee Activities.

David Crosby, BCCC Information Technology Committee Chairperson, summarized the activities of the Information Technology Committee. He talked about the Information Technology Plan that is under review, the Technology Needs Questionnaire, the Mobile Computer Lab (MCL), the RIAA funded Virtual Computer Lab (VCL) direction and issues, software licensing for the VCL, and student email. Penny Sermons is the project manager for the VCL, a component of the Digital Parity Grant; Whiting Toler and Chris Craddock will be responsible for the technical administration of the project. Mike Hall, Network Administrator, is responsible for the email services and for campus network services.

Penny Sermons, LRC Director, added that she recently delivered a presentation at the Rural Economic Forum at the Raleigh Hilton on the MCL and would be delivering another at the SE Wireless Symposium in Winston Salem this December. In addition, Chris Craddock, LRC Technician, will hold an on-campus faculty/staff PDI "Lunch and Learn" for the Mobile Computer Lab.

Mr. Crosby distributed a copy of the Technology Needs Questionnaire for the Planning Council to review. The Council was asked to send suggestions for changes/modifications to Dorie Richter. The Questionnaire will be administered in the Spring of 2004.

B. CIS.

Rhonda Sawyer, Dean of Administrative Services, and Chuck Hauser, BCCC Systems Administrator, reported on the progress of the CIS system. According to Ms. Sawyer, general ledgers, purchasing, and budgeting are going well. Payroll will be tested this month and will be part of a “parallel” structure using the old system and the new CIS. Payroll will be implemented January 1, 2004.

II. 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.

III. Ad hoc “planning assumptions” Committee Report.

Wesley Beddard, Dean of Instructional Affairs, distributed a folder containing a copy of the 2004-2005 planning assumptions, an analysis of the planning assumptions - “Outlook /Impact,” a list of Critical Issues based on the review of the planning assumptions, and a summary of the BCCC S.W.O.T. Survey - “Survey Notes.”

Mr. Beddard covered each handout in detail noting the time and effort the Committee took to prepare this report for the Planning Council. Shields Harvey, also a member of the “planning assumptions” Committee, encouraged the Council to ask questions and to feel free to change, question, or add to the information presented. A discussion period followed.

IV. Strategic Objectives/Short Range Goals for 2004-2005.

During the June 10, 2003 Planning Retreat, the Planning Council passed a motion directing the “planning assumptions” Committee to review the Strategic Objectives/Short Range Goals for the College. The motion was in response to the Planning Council Questionnaire results from Winter 2002-2003.

Mr. Beddard told the Council that the Committee had completed the review of the Strategic Objectives/Short Range Goals. Based on the review of the 2003-2004 Strategic Objectives, the results from the Fall 2003 S.W.O.T. (Strengths-Weaknesses-Opportunities-Threats) Survey, and the analysis of the planning assumptions (“Outlook/Impact”) the Committee developed a new list of eight Strategic Objectives/Short Range Goals.

Mr. Beddard discussed each new Objective with the Council, answered several questions, and then made a motion to accept the eight as presented for 2004-2005 Strategic Objectives /Short Range Goals for the College. Judy Jennette seconded the motion. With no further discussion, the motion passed.

V. Modify the BCCC 2003-2008 Long-Range Plan based on the 2002-2007 “End-of-the-Year” Report.

Ms. Richter reported to the Council that next year’s Plan would include an “executive summary.” She would draft a copy and send it for Council’s review in the Spring. No other modifications were made.

VI. Other topics.....

Dell Enecks, Lead Instructor for the Developmental Education Program, asked if a copy of the Fall 2003 S.W.O.T. Survey could be placed on the BCCC Intranet. Ms. Richter said that she would check into it.

Ms. Richter then reminded the members to review their unit/subunit purpose and goals and to begin to develop the activities and tasks for the 2004-2009 Long-Range Plan. She also asked members to send to her or to Amy any changes to this year’s plan (Refer to agenda item V.) and a copy of their mid-year progress reports before Friday, February 6, 2004.

Before adjourning, Ms. Richter asked Debra Baker for an update from the Faculty Senate and Almeta Woolard for an update from the Staff Association. All present were thanked for their time and input. A special thank you was extended to Mr. Harvey for his help and participation on the “planning assumptions” Committee.

Chuck Hauser made a motion to adjourn the meeting; Debra Baker seconded the motion. With no further discussion, the motion carried. The meeting was adjourned at 3:50 p.m.



Dorie Richter, Chair
2003

November 21,