

**BEAUFORT COUNTY COMMUNITY COLLEGE  
PLANNING COUNCIL**

The Beaufort County Community College (BCCC) Planning Council met December 4, 2007 at 3:00 p.m. in the conference/board room of Building 10.

**PRESENT:** Dr. David McLawhorn, Amy Bass - PC Secretary, Wesley Beddard, Dixon Boyles, Clay Carter, David Crosby, Mike Davis, Donna Dunn, Dell Enecks, Chuck Hauser, Kim Jackson, Chet Jarman, Mandy Jones, Ben Morris, Bill Murphy, Phillip Price, Dorie Richter - PC Chair, Sandra Sauve`, and Penny Sermons.

**ABSENT:** Gregg Allinson, Judy Jennette, Dorothy Jordan, Brown McFadden, Riley Mills

Dorie Richter, Planning Council Chair, called the meeting to order at 3:00 p.m. New and returning members were welcomed.

Ms. Richter asked the Planning Council to review the agenda for the afternoon and to make any additions or modifications they wished. Donna Dunn asked the Council to add a fourth item, SACS, to part III – Reports. Dixon Boyles made a motion to accept the agenda as amended; Phillip Price seconded the motion. With no further discussion, 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. BCCC Technology Committee Activities.**

David Crosby, BCCC Information Technology Committee Chairperson, reported to the Planning Council that the Information Technology Plan for 2007-2008 (IT Plan) had been reviewed and approved by the Information Technology Committee and Administrative Council. Copies of the IT Plan are posted on the College Intranet (the Institutional Effectiveness Web Page) and placed in the BCCC Learning Resources Center.

Mr. Crosby also reported on the deconstruction of the Intranet, the efforts to restrict inappropriate web sites on the Internet to free up more bandwidth, and the recommendation to transition to laser printers for cost effectiveness.

Chuck Hauser, BCCC Systems Administrator, commented that CIS Release 18 was going well. Penny Sermons, Director of BCCC Learning Resources Center, reported that online classes were increasing. Penny added that there were 38 online courses and over 40 hybrid courses. Penny also elaborated on Governor Easley's "Learn and Earn" initiative that encourages high school students to enroll in community college online courses.

## **II. NCCCS LRP Report for Advanced Facility Funding**

According to Phillip Price, Dean of Administrative Services, the General Assembly is funding “Advanced Facility Planning” with an appropriation of \$8 million dollars. \$2.5 million is earmarked for community college facility master planning; \$5.5 is set aside for facility projects. To qualify for the available funds, all colleges are being asked to develop two complementary planning reports over the next year: a *Long-range Plan* and a *Facilities Master Plan*. All community colleges in the system are required to submit the reports to the North Carolina Community College System’s *Planning, Research, Evaluation, and Accountability Division*.

A Committee, consisting of BCCC’s President and Senior Administration, met regularly in September of 2007 to plan strategies for the data collection and the data analysis required in the “*Long-range Plan*” report. The first step, the data collection, consisted of compiling four sets of data: a report provided to each community college by Economic Modeling Specialists, Incorporated (EMSI), online opinion survey results from BCCC Faculty and Staff, fte enrollment projections based on a statistical method recommended by NCCCS, and input from a group of community stakeholders invited to a College Listening Forum. The next step, the data analysis, consisted of a review and lengthy discussion of all four sets of data, identifying programs with the greatest growth potential, and determining the facilities needed to accommodate that growth.

The first report, the “*Long-range Plan*,” is due to NCCCS by January 1, 2008. The second report, the development of a BCCC “*Facilities Master Plan*,” is due to NCCCS by June 1, 2008.

## **III. SACS**

Dixon Boyles, Arts and Sciences Division Chairperson and SACS Liaison, reported that the Compliance team was busy working to complete narratives for the Core Requirements and Comprehensive Standards to meet the mid March submission deadline. (Sample narratives were sent to Dr. Gerald Lord, the SACS COC staff representative to BCCC.)

In addition, the QEP team has set a December 18 deadline for the completion of all course objectives/learning outcomes. According to Dixon, the date assigned for the BCCC on-site review is set for November 11, 12, and 13<sup>th</sup> of 2008. Since November 11 is Veterans Day and a holiday, the college calendar will be modified.

Dixon, along with Dr. McLawhorn and Ms. Richter, will be attending the annual SACS COC Conference next week.

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

Chet Jarman, Dean of Continuing Education, summarized the activities of the Planning Assumptions subcommittee. Dean Jarman pointed out the changes from last year’s planning assumptions. He 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:

<u>CRITICAL ISSUE</u>	<u>STRATEGIC OBJECTIVES/Short-Range Goals</u>
<del>Growth Challenges</del> Reaffirmation Growth Technology	1. <del>Address and</del> respond to <del>continued</del> funding issues. <b>resource constraints.</b> 2. Communicate College offerings, value and potential. 3. <del>Inspire, allow, and reward innovation and effectiveness.</del> 3.4. <del>Continue to</del> Assess and revise best practices <b>and programs.</b>

Chuck Hauser made a motion to accept the identified critical issues and short-range goals as presented; David Crosby seconded the motion. With no further discussion, the motion carried.

#### III. Expected Measurable Outcomes for the 2008-2009 Strategic Objectives.

Dorie Richter distributed a copy of the newly approved short range goals with suggested outcomes listed for each one. She asked the Planning Council to review the list and send any modifications (additions, deletions, changes...) to her before December 19, 2007. Ms. Richter will send a “draft” in January to the Council for approval.

#### IV. Modify the BCCC 2006-2011 Institutional Effectiveness Plan (IE Plan) based on the 2005-2010 “End-of-the-Year” Report.

Mrs. Richter noted two modifications to the IE Plan. The first was a date change from November 2007 to January 2008 for a new employee “orientation to the planning process.” The second modification will be to add a reference, where there is none, to College program and services review recommendation/s and follow up. (The follow up will be important as documentation for addressing the SACS Core Requirements and Standards.)

#### V. Other topics.....

Dr. David McLawhorn mentioned that during the BCCC Board of Trustees’ Planning Retreat, guest speaker Fred Williams, NCCCS Executive Vice President and Chief Operating Officer, complimented BCCC on its Institutional Effectiveness Plan. Dr. Williams stated that “it was one of the best plans he had ever seen and had all the components required by SACS.” Dr. McLawhorn

thanked the Planning Council for all the time and effort the Council members have given and continue to give to the quality of the College Plan.

All those present were thanked for their time and input. A special thank you was extended to Chet Jarman, subcommittee chair for the planning assumptions, and the members of the subcommittee for the time and effort spent analyzing the assumptions data and formulating recommendations for the College Critical Issues and Strategic Objectives.

Wesley Beddard made a motion to adjourn the meeting; Chet Jarman seconded the motion. With no further discussion, the motion carried. The meeting was adjourned at 4:00 p.m.



Dorie Richter, Chair

December 4, 2007

**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 2008-2013 Institutional Effectiveness Plan,
- (2) send any changes to this year's 2007-2012 IE Plan (Refer to agenda item IV.) to Amy Bass,
- (3) review the list of expected outcomes for the 2008-2009 strategic objectives/short-range goals and send any modifications (additions, deletions, changes...) to Dorie Richter before December 19, 2007,
- (4) and complete and forward mid-year reports to Amy Bass by Friday January 18, 2008.