

PLANNING COUNCIL MEETING

Beaufort County Community College Learning Resources Center - West End
June 5, 2000

The Beaufort County Community College's Planning Council spent a day meeting to discuss the 2000-2005 Long-Range Plans for each department and division.

MEMBERS PRESENT

Dr. Ron Champion, President
Clay Carter
Betty Cochran
David Crosby
Janice Daughtry
Sandra Edwards
Dell Enecks
Mike Hall
Chuck Hauser
Kay Walker Hauser
Chet Jarman
Tracey Johnson

MEMBERS ABSENT

Judy Jennette
Christina Leggett
David Jones
Dr. Angela Mason
Dr. David McLawhorn
Jimmy Page
Dorie Richter
Sandy Sauvé
Penny Sermons
Sherry Stotesberry
Bobby Williams
Almeta Woolard

The meeting was called to order by Planning Council Chair, Dorie Richter, on June 5, 2000 at 9:30 a.m. New and returning members were welcomed. Also welcomed was Laura Bilbro Berry, summer intern from East Carolina University who is working with Student Services department.

Discussion was as follows:

I. BCCC Technology Committee Activities Update

David Crosby, chairperson for the BCCC Technology Committee, shared with the Planning Council some of the activities of the BCCC Technology Committee.

II. Planning Council Questionnaire, Winter 1999-2000

According to Mrs. Richter, the questionnaire responses indicated overall satisfaction with the membership and the Long-Range Plan components. The following comments written on the questionnaire were addressed.

A. Question #2

"Should we produce two documents: one for planning (to be tied to budgeting) and the other to evaluation?" The Planning Council agreed to continue to use the existing form for two reasons. First, the existing form shows the operational planning and assessment on the same page which saves paper and provides a document easier to use. Secondly, the existing form arranges the information to show that we are "closing the loop" in planning and evaluation.

B. Question #4

Of those responding to the *Planning Council Questionnaire for 1999-2000*, ninety-five (95%) of the respondents checked "Yes" when asked if "Planning and budget procedures were clear. Several comments related to the funding priorities and allocation. Dr. Champion responded by reviewing the procedures that guide the annual allocation of funds. (Refer to 5-24-99 Planning Council meeting minutes.)

III. 2000-2005 Long-Range Plan "Activities/Tasks"

The Planning Council members presented their new or modified "activities/tasks" along with their budget priorities to the Council for questions and comments. Several topics were discussed at length. Some of the topics included working with students with special needs (students with wheelchairs, developmental studies students, etc.), home schoolers entering BCCC, the addition of a CISCO lab, student recruitment, technology needs, and developing a disaster recovery plan.

IV. Recommendations for BCCC's Long-Range Planning process

The process of using email to distribute long range plans was discussed. Several problems were mentioned relating to incompatible formats and printing. The Council requested that PC members send paper copies of their unit and subunit plans (pencil or typed) to the planning and institutional effectiveness office. The planning and ie office will put the unit and subunit plans in a common format and will distribute final copies of all plans to the PC members.

Planning Council members were asked to send a copy of any changes to their 200-2005 Long-Range Plan "activities/tasks" to Mrs. Richter by Friday, June 9, 2000. End-of-the-Year reports are due before July 14, 2000.

The meeting was adjourned at 2:15 p.m.

Doreen K. Richter, Chair

Date