

**ADMINISTRATIVE COUNCIL
PLANNING RETREAT
OCTOBER 3, 2002**

The Administrative Council of Wayne Community College met on October 3, 2002 at 9:00 a.m. in the Centura Bank Board Room. The following members were present: Dr. Ed Wilson, Dr. Dan Krautheim, Ken Ritt, Alice Wadsworth, Roy White, Jack Kannan, Dr. Kay Albertson, Tara Humphries, Bill Thompson, Yvonne Goodman and Joy Ginn.

Dr. Wilson began the meeting by reviewing the attached established agenda.

Dr. Wilson asked Ken to discuss the 2003 Graduation location with the council. Ken discussed the possibility of moving graduation to another on-campus location due to the construction projects that will be going on during that time. The consensus of the group was to leave graduation location where it is. Construction indicates "Progress".

Dr. Wilson reviewed the budget with the council. Dr. Wilson announced that he plans to give a 1.84% one-time bonus to both faculty and staff and to give staff 10 days vacation. He also indicated that he plans to compensate those folks who have worked on the CIS project.

The Primary Objectives were reviewed. (Attached)

- 1) Improve Retention Rates - The system standard is 60, we are currently at 62 but below system average by 3.
 - a) CIPS Project needs to be re-addressed
 - b) Enrollment Management Model needs to be developed, implemented
 - c) Pull together to look at advising ?? Or combine Matriculation and Retention CIP
- 2) Expand On-Line Course Offerings
 - a) 19 to 25 courses online.
 - b) 352 to 494 Enrollment for Internet
 - c) Goal is to have a way for students who are leaving Goldsboro to complete their classes on line
- 3) Web Enhanced Instruction
 - a) 30% of our faculty use web-enhanced instruction
 - b) It was recommended that Jim Slye present the same presentation during faculty work days that he did to the Board of Trustees, showing powerpoint and blackboard in the classroom.
- 4) Enhance Business/Industry Relationships
 - a) New FIT Coordinator is doing a good job.
 - b) Reconstitute CIP with Business & Industry Relations
- 5) Improve Customer Relations
 - a) Customer Service Training - Connections Program has had a positive impact on the faculty/staff.
 - b) Good Job - remove from Strategic Areas of Emphasis
- 6) Expand Continuous Improvement Projects

- a) Customer Relations for CIPS Project
 - b) Train those under you to handle things while you are away
 - c) To be discussed at the Faculty/Staff Meeting on the 14th of October.
 - d) Continue those CIPS that we have and do a good job with them.
 - e) Enrollment Management needs to be added.
- 7) Implement New Curriculum & Continuing Education Programs
- a) Pharmacy Program in Continuing Ed
 - b) The possibility of a paralegal program was discussed. After surveys of local law offices, it was determined there was not a need for a paralegal program.
 - c) Surgical Tech Program in Curriculum and in Partnership with Wayne Memorial Hospital
- 8) Expand Recruitment Activities
- a) Top Ten Program to be expanded
 - b) Enrollment Management Model should address this issue
 - c) 39% of HS graduates attend Wayne CC
 - d) Automotive program should be up with GM Technician Training.
 - e) Attach a copy of Articulation Cooperative Agreement with Automotive Dept & High Schools.
 - f) Possible High School or GED Scholarship Program - Jack and Roy to review
 - g) Possible Top GED & Adult High School Graduation receive a full scholarship to WCC.
(Jack & Roy to review)
- 9) Update & Expand Technology Plan
Malcolm is working on the update
- 10) Address Performance Factors
- a) Doing well
 - b) Good response to 2 we didn't meet
 - c) Retention to be added as a planning objective
- 11) Assist in Preparing More Public School Teachers
- a) Offer Math 142, Math 143 and a Geography Course
Check with Nash & Johnston Counties to see about partnering in order to offer Geography Courses
 - b) Dan will work on the possibility of coding those students who are in the college transfer program who are going to go into the Teaching Preparation Program.
- 12) Develop Process to Respond to Increased DATA Requests
WIA (Dr. Wilson will follow-up)
- 13) Enhancing Instructor Competencies
- a) Basic Teaching Skills (Task Force is developing a syllabi for part-time instructors to be more uniform with course competencies)
 - b) Customer Service
 - c) Part-Time
Staff Development is working on these!
- 14) Prepare for SACS
- a) Asheville Buncombe is preparing for their SACS reaccreditation and will share their

- process with Dr. Wilson and Bill at the December SACS Conference.
- b) Credentials for part-time faculty need to be addressed, to be discussed at next Admin Council Agenda.
 - c) Kay, Bill and Becky will attend a regional SACS presentation on October 9th in Raleigh

15) Role of WCC in the Community

- a) Good Job
- b) Remove from the Strategic Areas of Emphasis List
- c) Bill will survey faculty and staff for community involvement activities

16) Expand Instructional Role

- a) Invite security, financial aid and admission & Records to Orientation for students jointly.

The Council then addressed the Cost Cutting and Revenue Producing Ideas (Attached)

- Dr. Wilson will talk to Lee Smith (County Manager) about sharing a Grant Writing Position with the college
- Technology Fees (\$16 or less) to particular classes (Dan & Kay will look at possibility of adding fees to particular classes and to decrease the number of registration days. This issue will be addressed at the next Admin Council Meeting.
- Vendor Fee of \$10 for Cooperative Job Fair to be addressed at the next Admin Council Meeting.
- Naming rights, selling bricks as a Foundation Fund Raiser to be addressed at the next Admin Council Meeting.
- The suggestion to establish endowed chairs was not approved.
- Train the trainer, Staff Development (OK whoever gets training to train should actually do the training)

Dr. Wilson then asked the Council if they had any comments or concerns on the articles he had distributed.

Consensus was that society is becoming less degree oriented and more certificate orientated.

- Scheduling classes on the weekend into fewer buildings on campus still needs working on.
- Continue to review class sizes especially those with only four or five students
- Kay to review class scheduling
- Everyone should be inventorying old publications and flyers before new ones are printed.

Dr. Wilson suggested that a group be organized to analyze where we are and where we need to be in regard to combining some curriculum classes to become certificate programs and continuing ed programs.

- Technology Updates
- The Calm before the Surge article needs to be addressed.
- The issue of how many hours it takes to be a sophomore, this was on the quarter grading system and needs to be reviewed before next catalog. This item will need to be discussed at the next admin council meeting.
- Roy raised the concern for fitness/wellness for the employees of WCC. This will be added to the next admin council agenda.

- Bill suggested a review of WCC GED/AHS graduates who take WCC college courses to see how well they do on ASSET and COMPASS- maybe some things being done in the program can be replicated in Developmental.

The Strategic Enrollment Manage Plan was discussed.

It was the consensus of the council that Matriculation and Retention on Continuous Improvement Projects will be combined.

- Dr. Wilson asked the council to bring the 2002-2004 Primary Objectives (changed to Strategic Areas of Emphasis) to the next admin council meeting.
- The issue of an Annual Report for WCC was discussed and Tara is working on that report.

- Dr. Wilson advised the council that WCC would be a Training Center for the next phase in the CIS Computer Conversion Project that CIS regional training will become an integral part of our mission.
- Dr. Wilson reminded the council to review their sections in the CPM for accuracy and be prepared to discuss them at the next admin council meeting.
- Performance Appraisal process will be reviewed at the next admin council meeting.
- Dr. Wilson informed the council that the annual board retreat is scheduled for January 10-11 at the Sheraton in New Bern. He asked for program suggestions from the council
- There being no further discussion, the session concluded at 3:45 p.m.

**ADMINISTRATIVE COUNCIL
PLANNING RETREAT
SEPTEMBER 22, 2003**

The Administrative Council of Wayne Community College met on September 22, 2003 at 9:00 a.m. in the Centura Bank Board Room. The following members were present: Dr. Edward H. Wilson, Jr., Dr. Dan Krautheim, Dr. Kay Albertson, Mr. Ken Ritt, Ms. Alice Wadsworth, Mr. Roy White, Mr. Bill Thompson, Ms. Tara Humphries, Mr. Jack Kannan, Ms. Yvonne Goodman and Ms. Joy Ginn.

Dr. Wilson began the meeting by reviewing the 2002-2004 Strategic Areas of Emphasis:

1. Improve Retention Rates
 - Because of the recent CIS project the data couldn't be pulled from the system.
 - The system average went up to around 65. We are currently estimated to be around 62.
 - Dan will check with Susan Sasser to see if the report can be run
 - CIP Project on Retention has been assembled and Dr. Wilson will schedule meeting
 - Roy suggested CIP have a breakout for Continuing Education.
 - One topic for the CIP to review is how to measure...
 - The Enrollment Management Model (who is responsible) Possibly a team -
 - The Advising, Marketing & Recruiting CIP are going on
2. Expand On-Line Course Offerings
 - Michelle has submitted a report
 - Online Instructors must go through training
 - Evaluation form from Fayetteville Tech is currently being used
 - Need to expand more course offerings
 - Cont. Ed has in their plan approximately 1 year away to offer online instruction to Business & Industry.
 - Cont. Ed is currently offering Ed to Go! (These can be compared to on-campus classes)
3. Web Enhanced Instruction
 - Approximately 30% can be documented
 - We will possible need to expand blackboard for this to expand (there is a requisition in the proposal process for this expansion to blackboard)
 - Training is being offered
 - Syllabi on blackboard will be a plus for faculty to use blackboard for web enhanced instruction
 - Dr. Wilson would like to know the number of faculty using web enhanced instruction.
 - We are in the 2nd year of the Basic Skills Program Web Enhanced Instruction.
4. Enhance Business/Industry Relations
 - Reconvene CIP on Business/Industry Relations (Include ESL & GED)
 - Dr Wilson will send the report from Joe McMichael to admin council
5. Implement New Curriculum and Cont. Ed Programs
 - Surgical Tech has been started (3 students)(one problem is they can only get fin. Aid from Lenoir)
 - Operations Management has been started (approximately 6 students)

- Criminal Justice is looking into a Terrorism Program
 - Cont. Ed has started new programs in prison
 - Pharmacy Program in Cont. Ed
 - Windows XP is being looked into for Cont. Ed.
 - These programs need to be advertised in the Chamber Mailer
6. Technology Plan
- The plan has not been finalized but the technology committee is moving forward and continuing to work on plan
7. Address Performance Factors
- Document what we have looked at, ie, retention
 - Developmental Ed Committee
 - Dr. Wilson & Bill will discuss
 - Add Retention into planning process
8. Assist in Preparing more Public School Teachers
- ECU is recruiting to hire a Coordinator for this Program.
 - Need list of approximately 20 courses from Marilyn Shearin
 - Send ltr to recruit for the classes
9. Enhance Instructor/Staff Competencies
- Customer Service - has been done & will be done for new people
 - Global Ed is moving forward
 - Critical Thinking Skills is on the agenda for the faculty work days on the first day
 - Basic Teaching Skills - Nothing being done but needs to be done.
 - Investigate possibility of Rosalyn Lomax class again
 - Require new faculty members to attend training
 - Possible develop a recognition program for employees who attend.
 - Evaluation at end of year and possible probation for those who didn't attend.
 - Improve on part-time orientation to make more attractive
 - Citizenship & Community Service - Bill reported on recent survey he conducted.
 - Service Learning - growing around State
 - Team Building Skills - (Teaching Students how to operate in teams)
 - Possible for Ronnie to work on with his program
10. Prepare for SACS
11. Expand more Top 10 Programs
- In progress
 - Identify employers - all who completed process were awarded scholarship
12. Preparation for Service to Hispanic Population
- Roy is doing a good job with 7 instructors who are bilingual & 2 certified instructors for Bus/Industry
 - Number of classes taught in Spanish
13. Promote Staff Development
- Implement Employee Personnel Plan & required staff development

- Dr. Wilson & Bill will continue to work on

SACS

The following items were discussed regarding the upcoming SACS visit.

- It was recommended that the Compliance Certification deadline be moved up to December 15th 2004 and the Quality Enhancement Plan be due on May 15th 2005.
- It was also discussed to possibly add faculty members and/or division heads to the Compliance Review Team.
- We will need to have one expert (possibly Michelle Turnage) for checking our Ahot link@ to everything in the report and a back-up for that person.
- The council reviewed the Core Requirements in the SACS book and several recommendations were made:
- 7 c) All programs will be reviewed & modified if necessary for example Human Services requirement for MAT
- The terms to be reviewed for faculty credentials are beginning with Fall 2003. Dan will run a list of these part-time instructors;
- Library Services off campus? Prison etc.

INSTITUTIONAL MISSION

3. Foundation=s charter needs to be reviewed

15. Possible non-compliance with students

16. Possible partial compliance

PROGRAMS

*It was the recommendation of the council to have outside person (possible system office) to come in and conduct an evaluation of program & course competencies.
Syllabi need to be developed for all classes.

Ways to Evaluation Programs

- Evaluation of classes are being done
- We have licensure exams
- Transfer Feedbacks
- Evaluate employers to see if happy with employees
- Co-op
- Graduate Surveys
- Job Placement Rates
- Satisfaction of completers & non-completers

Ask other colleges if they included Cont. Ed in the SACS report

Back-up academic records daily!

College Council will be looking into the faculty evaluation form and process
Possibly ask for OSHA audit and check lighting again

The Strategic Areas of Emphasis for 2003-2006 were established as follows:

1. Improve Retention Rates
2. Enhance Business/Industry Relationships
3. Implement New Curriculum and Continuing Education Programs
4. Update and Expand Technology Plan
 - a) Expand on-line course offerings
 - b) Web-enhanced instruction
5. Address Performance Factors
6. Enhancing Instructor/Staff Competencies
 - a) Basic Teaching Skills
 - b) Part-Time
 - c) Citizenship and Community Services
 - d) Workplace Team Building Skills
 - e) Critical Thinking Skills
7. Prepare for SACS (2006)
 - a) Program Course Competencies (Kay A)
 - b) Check CPM (Dr. Wilson)
 - c) Staff Development (Dr. Wilson & Bill T)
 - d) Service Review (Dr. Wilson & Bill T)
 - e) Facilities Masterplan & Maintenance Update (Ken)
 - f) SACS Data Needs/System Retrieval (Dan)
8. Expand Service to International Population
9. Promote Staff Development

The question was raised of how WCC Adult High School Graduates test that are going into the college curriculum. Dan will check into finding numbers.

Bill Thompson will check to see if there is a goal in the planning process to address bond money.

Ken Ritt then began a discussion on the upcoming construction projects
The council discussed the renovation of Pine Building

After much discussion by the council some of the topics addressed were as follows:

- a. The possibility of housing the Academic Skills Center to the current location of the Literacy Center in the Pine Building. This will be discussed further at the next Admin Council meeting.
- b. The possibility of SGA moving temporarily over to Hocutt Lounge & Hocutt Rooms 150 & 151. This will be discussed further at the next Admin Council meeting.

Dr. Wilson reminded the council of the upcoming Senior Admin Leadership Institute. Deadline is October 15th.

Alice reminded the council that due to the possibility of reversions all equipment should be ordered by October 15th and supplies should be ordered by November 15th.

The meeting concluded at 4:30 p.m.

**Administrative Council
Planning Retreat
October 15, 2004**

The Administrative Council of Wayne Community College met on October 15, 2004 at 9:00 a.m. in the Centura Bank Board Room. The following members were present: Dr. Edward H. Wilson, Jr., Dr. Dan Krautheim, Dr. Kay Albertson, Mr. Ken Ritt, Ms. Alice Wadsworth, Mr. Roy White, Ms. Yvonne Goodman, and Mr. Bill Thompson.

Dr. Wilson began the retreat by reviewing the past two years of work on the Strategic Areas of Emphasis (SAE) and the progress of the 2003-2006 SAE.

Strategic Areas of Emphasis

1. Improve Retention Rates

- Retention is important in both Curriculum and Continuing Education programs.
- Several on-going CIP projects (Developmental Education, Advising, Marketing and Recruitment) are designed to address retention.
- The addition of more student oriented clubs this semester has more students participating in extra curricular activities.
The 3MG club had all but one member return to college this fall from last year's class. Tyrone Starkie did not return because he graduated from his program and is now enrolled at NC Wesleyan. Returning students are paired with new students and serve as mentors. The 3MG program is a model for the State
- The Lumina/Achieving the Dream project will allow the College to work with low income and students of color to seek ways to identify and improve on student success.
- The Continuing Education Basic Skills Report tracks the progress of students in various levels up to entry into college. Progress in Basic Skills is a NCCCS Performance Measure that WCC does very well in. However, tracking students who leave the program before they complete their goals may require a CIP.
- Ken Ritt suggested that college scholarships be awarded to AHS/GED graduates as incentives for continuing their education. Dr. Wilson will examine how this can be implemented.
- Dr. Wilson would like ideas on how more scholarships can be obtained for the Top Ten program.
- Dr. Wilson wanted to see more Cooperative Education opportunities for students.

2. Enhance Business/Industry Relationships

- The Business and Industry Center is doing a superb job in the community.
- The Economic Development Commission is coordinating more training opportunities with the College.
- Dr. Wilson has reenergized the Business and Industry Luncheon/Orientation hosted at the College.
- Both Curriculum and Continuing Education should review their processes for contacting and working with local businesses and industries to ensure that the

businesses know what the College has to offer and that we are meeting their training needs.

- Dr. Wilson will schedule a session with college staff who call on business and industry to ensure that there is good coverage and no unnecessary duplication.
 - WCC is one of four satellite institutions (Jacksonville, Craven, Fayetteville and Goldsboro) that will be offering training on how to do business with the Federal Government. Fayetteville Tech who is the principal is in the process of identifying a director for the program. WCC will receive some funding to support this activity.
 - CC Benefits Inc. presented an occupation projection model to the NCCCS President's Association, which can help the College and the EDC with planning future training programs for potential businesses wanting to relocate to Wayne County.
3. Implement New Curriculum and Continuing Education Programs
 - New Curriculum programs: Surgical Tech, Operations Management, and Biotechnology.
 - New Continuing Ed programs: Chinese to Teachers, CISCO for Hispanics, and Ceremonial Spanish for Preachers.
 - Other programs under consideration: GIS/GPS Curriculum and Internet Security.
 - Dr. Wilson indicated that the College will most likely partner with the Wayne County School System in establishing a Middle College in Fall 2006. The Middle College concept is for high-risk students who are basically disenchanting with high school. The concept is to help the student attain a marketable skill while earning his or her high school certificate of completion while earning college credits.
 4. Update and Expand Technology Plan
 - a. Expand On-Line Course Offerings: Distance Education courses increased from 87 in 2003 to 121 in 2004 with 2095 students enrolled. This is a 39% increase in course offerings and a 61% increase in enrollment over 2003. The addition of CIS 070 as a prerequisite for distance education courses has also been credited with a 72% retention rate for on-line courses.
 - b. Web-Enhanced Instruction: Ken Ritt will check-on how we measure student success in Web-Enhanced Instruction and Hybrid Courses.
 - Technologically Enhanced Instruction (TEI) was added to the Strategic Areas of Emphasis. TEI is defined as the type of technology equipment or methods used in the classroom to assist in student learning.
 5. Address Performance Factors
 - The College earned another superior performance rating for 2003. One major highlight of this year's success included excellent performance stats of College Transfer students at the UNC college campuses.
 - Since Performance Measures are tracked annually and are included in the WCC annual strategic plan the Council approved deletion of this item from the SAE list.
 6. Enhancing Instructor/Staff Competencies
 - a. Basic Teaching Skills: Rosalyn Lomax continues her work on developing the NCCCS Basic Instructional Skills Program, which should be completed in late summer 2005.

- b. **Part-Time Instructors:** There has been a significant increase in Part-Time Instructors taking advantage of professional development opportunities. Feedback from both full-time faculty supervisors and part-timers indicate a high degree of satisfaction with the opportunity to participate. Part-time instructors who have a satisfactory history of teaching for the College will be provided email accounts. Dan Krautheim is working with Kathy Jones to set-up a systematic process of assigning and controlling access to these accounts to protect the security of the College computer system.
 - c. **Citizenship and Community Services:** Faculty and staff continue to encourage students, and student organizations to participate in service learning projects. Club organizations are publicized on the College website. Tara Humphries has been working with all college related personnel in coordinating a major flood disaster relief project for Haywood Community College.
 - d. **Workplace Team Building Skills:** Skills are being taught in vocational programs.
 - e. **Critical Thinking Skills:** WCC Critical Thinking Workshop done by Gerald Nosich in March 04.
 - f. **Added.** North Carolina CCS Drug and Alcohol training programs for faculty and staff need to be brought to the campus as part of Professional Development. All employees need to know how to identify and handle potential volatile issues with students and their responsibilities in dealing with these issues.
7. **Prepare for SACS (2006)**
- a. **Program and Course Outcomes:** Work on this project has been completed. Syllabi have been finished. This information still needs to be published in the College catalog and online.
 - b. **Check CPM:** VP's should be examining the currency of their respective policies and updating them where appropriate; especially the work being done with SACS.
 - c. **Professional Development:** Bill Thompson reported that the Professional Development Survey completed in the Spring 2004 reflects credible evidence on the number and type of professional development activities and outcomes reported by College employees. He also added that the requirement for all employees to have a professional development activity/goal as part of their annual performance appraisal should ensure all employees are afforded the opportunity to pursue professional development activities.
 - d. **Service Review:** Bill Thompson reported the following activities as part of the College's Service Review program:
 - Continuous Improvement Projects addressing the Print Shop, Cafeteria, Bookstore, Marketing, Recruiting, College Curriculum/Continuing Education semester schedules, and the Automated Call Back System.
 - Services Satisfaction Surveys for faculty, staff, and students.
 - Early Leaver Satisfaction Survey, and Graduate Satisfaction Survey.
 - Annual division/department planning and assessment training sessions conducted in November through January of each year.
 - State Audit Reports that consistently report "no audit exceptions".
 - Annual Personnel Evaluations.

- NCCCS Performance Standards and Measures that reflect the quality of academic advising, learning resource center, registration, admission, student activities and campus security.
 - Environmental Scan results.
- e. Facilities Master Plan & Maintenance Update: Ken Ritt reported that the existing 1995-2005 WCC Facilities Master Plan is current and being implemented with only minor exceptions. During the Feb 11th & 12th, 2005 Board Retreat, Dr. Wilson and Ken Ritt will solicit input from the board on the next 10-year plan. Ken also reported that the College Facilities Maintenance Plan is also current.
 - f. SACS Data Needs/System Retrieval: Bill Thompson reported that he is supporting data requests from QEP committees and also designing surveys for QEP focus groups. He reminded the group that December 15th, the deadline date for Compliance Certification documents was fast approaching.
8. Expand Service to International Population
 - Kay Albertson reported that the Global Ed/Diversity committee has a very active program this year with faculty training abroad opportunities, Lunch n Learn series, and professional development.
 - The College is involved in the Wayne County Latino Initiative with Kay Albertson representing WCC.
 - Roy White reported that his Division is hiring a bilingual support services person for Hispanic students in Basic Skills Program and seeking another bilingual instructor to teach Nurses Aide.
 - Roy White, Ray Burrell, Tracey Ivey and Kay Albertson have all participated and made presentations on behalf of community colleges with the UNC World View project.
 - International flags are displayed in the cafeteria and the International Club is sponsoring a variety of Greek cuisine in partnership with the cafeteria staff.
 - Expanding service to the international population also means that the College should strive to employ a representative group of employees that reflect the County demographics.
 9. Promote Professional Development was merged with number six above.
 10. The Council added the following to the SAE:
 - a. The Quality Enhancement Plan.
 - b. Achieving the Dream/Lumina Project
 - c. Low Enrollment Program

Phasing Construction Moves

1. Ken Ritt provided an update on the construction of the Continuing Education Building, which should be completed in September 2005. He also provided the Council members with a flow plan of the new Technology Center building plan, Dogwood and WLC renovations and their impact on employees and students and registration.
2. Ken pointed out the importance of faculty and staff being involved in their respective moves and are aware of their responsibilities associated with the move. (i.e. packing supplies, etc., in advance; possibly hire packers.)

3. Ken also suggested that people must understand what office furniture will be moved and what will not be moved. For example, similar desks, chairs, file cabinets and computers may remain in the vacated office.
4. Dogwood/WLC renovations will begin October 2005. Some folks affected by the move may be inconvenienced while some construction is being done in the vicinity of their offices. Ken will need to find a suitable testing room for placement testing in the WLC building.
5. The Human Services, BLET and EMS programs will move to the Pine Building in November 2005.
6. Construction on the Technology Center will begin in June 2005 through July 2006.
7. Academic Skills Center: Has not been finalized but will be on next Administrative Council agenda.

Prioritization of Planning Objectives/Number of Objectives

1. The Council recommended that Department Planning Objectives be expanded to include more detail to justify requests for resources. The Council felt that by presenting a cost/benefit analysis articulating the impact on student learning, time lines to project completion, and the number of students affected would provide a comprehensive picture of facts that will help the Planning Council judge the importance, relevance, and feasibility for completion against the cost of equipment or personnel. Dr. Wilson will work with Bill Thompson in incorporating the details into the current plan guide.
2. The Council also recommended that the Planning Council be provided with the upcoming year's projected budget and what funds would be available to fund new planning objectives prior to the annual prioritization retreat.

Present Day Security

1. Roy White presented some concerns regarding today's international threat environment and the importance of all citizens taking notice and responsibility for reporting suspicious activities on campus.
2. Ken Ritt suggested employee training on dealing with difficult people and recognizing those around us who might be having substance abuse problems and how to recognize those symptoms.

Technology Support for Faculty, Staff and Students

1. Ken Ritt presented information on the total annual cost for various computer hardware, software and maintenance contracts handled by Information Systems. The annual budget, which is around \$91K, supports various products such as Campus Cruiser, Blackboard, CISCO, and Microsoft Campus.

The retreat concluded at 3:30 p.m.