

**Planning Council Minutes**  
**February 10, 2005**  
**WLC Board Room**

The Planning Council met on Thursday, February 10, 2005, at 2 p.m. in the WLC Board Room.

Members Present: Dr. Dan Krautheim, Dr. Kay Albertson, Dr. Cindy Archie, Ray Burrell, Beverly Deans, Yvonne Goodman, Beth Hooks, Tara Humphries, Angela Kearney, Donna Potter, Tracey Ivey, Jack Kannan, Melissa Pettus, Sharon Price, Ron Prince, Ken Ritt, Beth Spragins, Bill Thompson, Alice Wadsworth, Roy White, Ronnie Woodard, Wayne Madry, Becky Mulligan and guest Dorothy Pridgen.

Members Excused: Dr. Ed Wilson, Kay Bradley, Todd King, Brian Mitchell, Meridith Mozingo, Jerry Penuel, Michelle Turnage, and Paula Sauls.

Beth Hooks, Planning Council Chair, opened the meeting by welcoming everyone, reviewed the agenda for the meeting, and asked Bill Thompson to facilitate the meeting.

There was no meeting in the fall of 2004 due to the small number of approved planning objectives from the North Carolina state budget deficit. The Planning Council orientation of new members was not required because all planning council members tenure was extended an additional year to help with the SACS reaffirmation process. The 2003-2004 End-of-Year Plan Report was completed and posted to the WCC website.

The following was discussed:

1. Planning and Research Division / Department Training Sessions

- Training still available
  - Training covers:
    1. Planning model and process
    2. Review of division/dept. planning objectives
    3. Strategic Areas of Emphasis
    4. Program Review
    5. SACS
- Division Trainings held to date:
  - Student Development / Services
  - College Transfer
  - Allied Health / Public & Human Services
  - Business & Computer Technology

2. 2005-2006 Strategic Plan

- Two new Planning Document Components will be used this year to help presenters and planning council members understand the importance of the respective planning objectives - a cost/benefit statement and how this planning objective will aid in student learning.
- Objectives due March 28, 2005
  - Plan/Budget Integration Process
    - New objectives and budget forms for upcoming fiscal year.
    - Planning Units may submit up to 3 new objectives (new money).
    - Planning Units are encouraged to submit at least 1 student learning objective
    - Personnel request may only be submitted for new positions or existing position conversions from 9 to 12 months. These objectives will not be included in the prioritization process for Planning Council's vote.
    - Planning Council was informed that objectives would be written for the QEP and put in with Department/Division plan objectives.

- Planning Group Plan/Budget integration documents were distributed to each Planning Group head at the council meeting.
  - Strategic Areas of Emphasis
    - Administrative Council revised listing at their October 15, 2004 Retreat
    - Dr. Archie suggested adding developmental education to the Strategic Areas of Emphasis under Enhancing Instructor/Staff Competencies.
  - Plan from Word to Access
    - Work continues to move the Plan from Word to Access
    - Access will be a better file management system and will be able to create a wide range of reports
    - Proposed to be operational for 05-06 mid-year or 06-07 Plan Year
3. Planning Council Retreat
    - Tuesday, April 26, 2005
    - Mark your calendars – appointment email to go out soon
    - Prioritization of Planning Objectives electronically – same as the last two years
    - Dr. Albertson stated the importance of the Planning Council and it's role as an advisory committee to the Administrative Council. She encouraged each member to review the objectives for prioritization and being prepared for the Planning Council Retreat.
  4. SACS Update
    - Bill reviewed the SACS calendar.
    - Compliance Reviews are almost complete. Two readers from the English department are reviewing the certification documents for content, style, and evidence for compliance. The Compliance documents will be posted to the web in the next week or so, and Bill charged all Planning council members to review the documents for accuracy and relevance.
    - The QEP is on track and Dr. Cindy Archie pointed out that the QEP activities and timelines will be integrated into the Plan and tracked for five years. Although the SACS team completes its visit in September 05, the process will continue.
  5. Achieving the Dream
    - Problems with obtaining the Achieving the Dream Data are still being addressed by JBL Associates, and we should have some edited data soon. Meanwhile Julian Alssid and Dan McConochie (Atd Coach and Data Facilitator) will be on campus to assist with the development of the four-year RFP on March 11<sup>th</sup>. The draft is due to Lumina by March 30<sup>th</sup> with the final due May 1<sup>st</sup>.
  6. Economic Impact Study
    - The WCC Economic Impact Study was recently completed and posted to the website. Bill Thompson will be doing a presentation to the Board of Trustees on Saturday, February 12, 2005.
  7. Planning Publications Received:
    - 2004 Fast Fact Card (Yellow)
    - 2005-2010 Strategic Plan Guide
  8. Revisions were made to the plan guides after publication and will need to be updated by Planning and Research. Once updated, Planning and Research will return them to the council members.
  9. Bill also reported that all 2004-05 Mid-Year reports were submitted on time and in the proper format.

There being no further business, the meeting adjourned at 3:00 p.m.

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Beth Hooks, Chair

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Bill Thompson, Secretary

# MEMORANDUM

**TO:** All Planning Departments  
Campus-Wide

**FROM:** Bill Thompson, Director  
Planning & Research

**DATE:** February 10, 2005

**SUBJECT:** 2005-2006 Plan/Budget Preparations

1. It is time for us to begin the planning and budgeting process for fiscal year 2005-2006 (remember, this is July 1, 2005 - June 30, 2006). We will use the same process and procedures that we have used in past years. Contact Becky Mulligan if you need help creating and storing documents in the Plan File.
2. You should have the following forms in your plan/budget packet:
  - \$ Plan/Budget Integration Instructions
  - \$ 2005-2010 WCC Long-Range Goal (LRG) and Short-Range Goal (SRG) Summary
  - \$ Strategic Areas of Emphasis (revision date of October 15, 2005)
  - \$ Budget Request Summary Form
  - \$ Equipment Request Form
  - \$ Audio Visual Materials Request Form (Library)
  - \$ Audio Visual Equipment Request Form (Media)
3. The Budget Request Summary Form has room for up to four new planning objectives/intended outcomes, which means you do not have to prepare a separate Budget Request Form for each planning objective/intended outcome nor do you have to prepare a summary of your requested budget information. **You may submit up to three (3) new planning objectives that involve requests for new money for 2005-2006.** If you are requesting personnel, submit an objective only for new positions or existing position conversations from 9 to 12 months. You may submit as many planning objectives that do not require funding as you feel you can address. Don't forget to focus on the Strategic Areas of Emphasis when developing your planning objectives. **Also, we strongly encourage you to submit at least one (1) program planning objective addressing student learning and educational outcomes for your respective program or service area.**
4. Planning group heads must confer with the President on their division=s proposed 2005-2006 goals and objectives/intended outcomes. **The deadline for the planning group heads to submit their group=s planning/budgeting documents (hard copy) to the Chief Financial Officer is Monday, March 28, 2005.** The Planning and Research Office will separate new money requests for Planning Council consideration. If you need help please call me at extension 282.

**From:** Becky Mulligan  
**To:** wcc-faculty; wcc-sec & assistants; wcc-staff  
**Date:** 2/11/2005 9:21:45 AM  
**Subject:** 2005-2006 Plan/Budget - due March 28th

The 2005-2006 Plan/Budget Preparation packets were distributed to the President, Vice-President's, and Division Head's yesterday afternoon at the Planning Council Meeting. They will, in turn, distribute the packets to each department.

As you begin to prepare your planning and budgeting documents for the 2005-2006 Plan, please keep in mind the following:

1. If you had a planning objective that was approved for multiple year funding, you will not have to submit a new planning objective for Planning Council review, however, you will need to include that approved objective with your budget summary document in order to receive second or subsequent year funding.
2. When determining what objectives you plan to submit, be sure to review those objectives that were not approved for 2004-2005 plan year to see if they are still relevant.
3. Each planning unit may submit up to three (3) new planning objectives that involve requests for new money. If you are requesting personnel, submit an objective only for new positions or existing position conversations from 9 to 12 months. You may submit as many planning objectives that do not require funding (those that can be achieved through departmental budgets) as you feel you can address. Also, we strongly encourage you to submit at least one (1) program planning objective addressing student learning and educational outcomes for your respective program or service area. If you need assistance, please give us a call.
4. Remember to focus on the Strategic Areas of Emphasis when developing your planning objectives.
5. Coordination with the following college support services functions are required when preparing objectives involving equipment, computer hardware/software, audio-visual equipment and/or audio visual materials. The appropriate support services director (Information Systems, Educational Support Technologies, Maintenance, and Library) will coordinate and, if applicable, comment on the appropriate Planning Unit Budget Request Form prior to submission to the Planning Group Head and Planning Council. (Refer to the Plan/Budget Integration Instructions which was included in your budget packet.)
6. If you are thinking about adding new equipment (computers and office equipment, lathes, medical, aviation, automotive, classroom modifications, etc.) keep in mind where you plan to place it in your environment, what additional infrastructure support will be needed; i.e. will you need more electrical support, will you have enough room to safely operate, or will the facility support the addition? So, be sure to coordinate with the chief of Maintenance to see if your facility has sufficient electrical and mechanical assets to support your objective.

More detailed instructions are included in your plan/budget packets.  
As always, if you have any questions, please give us a call.

Bill - ext. 282  
Becky - ext. 213