

North Central State College

PLANNING ADVISORY COUNCIL

Meeting Minutes

Tuesday, June 2, 2009

Rm. 149-F

Members Present: Ken Ekegren Kate Peresie Don Plotts (ex-officio)
 Betty Wells Beth Price Gail DalPian
 Sharon Perry Brad McCormack Jim Hull
 Sheila Campbell Karen Reed Beth Franz
 Peg Moir Margaret Puckett

Members Excused: Teri Brannum Tom Prendergast (ex-officio)
 Mark Monnes Ken McCreight Stephanie Kreisher

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- I. Ken Ekegren greeted all present and called the meeting to order at 3:00 p.m. Since the minutes of May 5, 2009 are still in progress, they were tabled. Minutes of May 19, 2009 were approved by general consensus.
- II. Brad McCormack reported that the Ohio Senate met last Friday. They are in agreement to award the 2 year college sector an increase in SSI (State Share of Instruction) from 4.71% to 6%, as proposed in amended House Bill 1, but the Ohio House of Representatives has not agreed to this yet. The OACC presidents proposed a 105% guarantee which means that no institution would receive less than 101% of the previous year, however this will have no major impact on NC State. These proposals must still be approved by the Conference Committee.
- Brad McCormack next reported that the NC State Board of Trustees did approve the 2009-2010 fiscal year budget at the last board meeting. The door has been left open for further input, however.
- Don Plotts added that “kudos” need to go to Jay Goyle, democrat and Bill Harris, republican as both representatives are working on behalf of 2-year institutions in a bi-partisan effort at the state level. Don Plotts stated that even though the budget is tight, he is very pleased with the work these two gentlemen are doing.
- III. Ken Ekegren next reported that the Strategic Initiatives Final Report will be completed this week.
- IV. Kate Peresie was next asked by Ken Ekegren to report on AQIP status. An evaluation (see page #2 of meeting minutes) was distributed to Council members which will close the *Implementing A Strategic Planning Process* action project. Section one consists of planning standard items (#1-10) that were in the model that the AQIP Steering Committee adopted earlier. Section two contains items #11-14 which address the Planning Advisory Council specifically. Section three contains items #15-17 which address planning procedure items. Sections two and three were added by Kate Peresie.

Discussion followed and the Council agreed to add a fourth section which would evaluate the strategic plan expressly with items #18-19 (see page #2 below). A comment section will be added at the bottom of the evaluation. Kate Peresie was asked and agreed to spearhead the evaluation process. All members will be sent a copy of the amended evaluation with a scan-tron and a copy of the *Proposed Planning Cycle* hand-out created during the initial phase of the PAC, by Friday of this week. Council members were asked to complete the evaluation and return to Kate Peresie by Wednesday of next week.

Don Plotts added that he would like to take the results of this evaluation to the Board of Trustees at their June 24th meeting.

Strategic Planning - Evaluation

A = Strongly Agree
B = Agree
C = Are Neutral or Don't Know
D = Disagree
E = Strongly Disagree

Planning Standards:

1. Planning is guided by the institutional mission, vision and values.
2. Planning is informed by data.
3. All employees have the opportunity to participate in planning.
4. Budgeting reflects college priorities as identified in the strategic plan.
5. Division and department plans support the strategic plan.
6. Institutional effectiveness is assessed.
7. Assessment results are used for improvement.
8. The plan is clearly communicated and successes are celebrated.
9. At least one initiative is directly related to student success.
10. Planning supports the institutional accreditation process.

PAC:

11. The PAC Chair Person is effective in leading the process.
12. PAC Reporters are effective in their role and responsibilities.
13. The four VPs and their respective "councils" are effective in their planning roles and responsibilities.
14. The size and composition of PAC effectively represents stakeholders in planning.

Planning Procedures:

15. Planning occurs on schedule, according to the timeline. (See Attachment A.)
16. All elements of the planning cycle are included. (See Attachment A.)
17. Reporting procedures and report templates are easy and effective.

After discussion the Council recommended to add two additional items to be evaluated:

The Plan:

18. Task statements are measurable and time-bound.
19. Strategic initiatives are global.

Kate Peresie added that the *Action Project Update Report* is due by September 15, 2009 to the Higher Learning Commission. It will include project conclusions correlated from the results of this Strategic Planning Evaluation. Beth Franz inquired if the college community should also be completing this evaluation. Don Plotts replied that the PAC is ending the pilot phase now. The college community will be asked to participate in the evaluation at the end of fiscal year 2009-2010, after the PAC has been institutionalized.

- IV. Ken Ekegren next asked for committee reports on task statement updates for the strategic initiatives for 2009-2010 fiscal year.

Betty Wells, coordinator of strategic initiative #1, *Enrollment Development*, reported that the committee is on track and plans to have final approval by the next PAC meeting.

Ken Ekegren reminded everyone that the final report package needs to be completed by June 16th, 2009. Beth Price opened a discussion in reference to adding an additional PAC meeting next week. The Council agreed after much consideration that it would not be necessary.

Don Plotts, reported for Ken McCreight, coordinator of strategic initiative #3, *Workforce/Economic Development*, that the committee would need to take a strong look at this initiative in light of General Motors' announcement that they will be closing their doors soon. Don and Ken have had multiple conversations with the authorities at G.M. in reference to short term training needs.

Margaret Puckett, coordinator of strategic initiative #5, *Diversity*, has developed rough ideas for proceeding but would like to have a copy of the format created for use with strategic initiatives. Ken Ekegren stated that he would send it to her.

Jim Hull emphasized that the task statements need to include less detail than last year and they need to be measurable.

Karen Reed, coordinator of strategic initiative #4, *Academic Quality*, initiated discussion about the terms of the strategic initiatives such as "tasks," "sub-tasks," "initiatives," and "goals" and if there should be a cover page citing these with definitions. Ken Ekegren commented that identification of these becomes rather self evident as you read the plan. The Council agreed that it would not be necessary to include a cover page.

Karen Reed then spoke about short term certifications and the work to be done to make them into degree programs.

Ken Ekegren finished the strategic initiative discussion by asking to have task statements turned into him by Thursday, June 11th. He will then send them out to PAC members on Friday, June 12, for reading over the week-end in preparation for discussion of the final report on June 16th at the next PAC meeting. Don Plotts added that he would like to present these to the Board of Trustees on June 24th at their next meeting.

Ken Ekegren then advised that the Council will wait until the next meeting on June 16th to determine the summer schedule for the PAC.

Kate Peresie initiated a discussion on the Associate of Arts/Associate of Science Degrees and how they should be reported on the AQIP summary. The creation of these degrees was a specific AQIP Action Project as recommended by the Higher Learning Commission in their letter of January 22, 2009.

Beth Franz stated that the new degrees should be listed within the Academic Quality Initiative under the New Program Development tab. Also the quarter to semester hour conversion project should fall under the same tab.

Kate Peresie asked if outcomes and measurable objectives had been developed yet for the AA/AS degrees. Don Plotts added that the number of students attracted to these degrees needs to be determined, also. In addition the Core Learning Outcomes need to be imbedded into these as well as any other new degrees created.

Karen Reed announced that she would be making a brief synopsis in the form of a PowerPoint presentation to the college community on Thursday, June 4th at 3:00 regarding the quarter to semester hour conversion.

Don Plotts reminded everyone that the new fiscal year begins on July 1st and the PAC has a lot of work to do before then.

- VII. Meeting adjourned at 4:00 p.m.
Next meeting set for June 16, 2009 at 3:00 p.m. in room 149-F

Respectfully Submitted: Kathy Emmer