



**University Planning and Advisory Council (UPAC)
Standing Committee Report**

Instructions

Committee Chairs are requested to submit a committee report using this template, with a copy to the PC liaison and to the Office of the President.

Name of Standing Committee: Business and Administrative Services Committee

Date Report Submitted: 17 September 12

Report Submitted By: Kenneth Boxton

Academic Year: 2011-2012

Number of Meetings: 4

Members:

- Attach Roster or list (See Attached)
- Terms - Indefinite
- Kenneth Boxton, Chair

Goals/Outcomes/Actions

List or Attach Work Plan for
2011-2012.

Accomplishments:

- Meetings are now on a quarterly basis and site visits to the learning centers are now taking place
- FOS training completed by Peggy Griffith with the Administrative Assistants
- Diversity Explosion event(s) are being calendared for presentation on the learning center campuses
- BASC Diversity action plan is being readied for "draft" presentation to the SMU community
- HIStory/HERstory will encompass the month of September
- PC Helps and Star 12 training (MS Office Suite) is now available at a reduced rate for anyone wanting to improve or enhance their skill base
- Hispanic Heritage month and Black History month Are now on calendar for events, speakers, and Presentations

Approved by UPAC
(Date Approved)

Challenges:

- Working out the logistics for the learning centers personnel to visit other campuses
- Creating a calendar for the BASC meetings that will allow all learning centers to participate

Goals/Outcomes/Actions:
2012-2013 Year

- Revision of the BASC Charter to reflect the reduction of meeting times to quarterly, and that members of the BASC Planning Committee will rotate in sharing the role of Chair.
- Incorporation of team building activities for the BASC membership
- Creation of a bi-annual survey to monitor and track membership satisfaction with the current and proposed plans of the BASC Committee
- Revise the BASC Charter to show that the Executive Assistant to the President is the BASC liaison to President's Council.