

## ADMINISTRATIVE COUNCIL MEETING MINUTES

February 22, 2012

Wednesday, 3:00 p.m.

### MEMBERS PRESENT

David McLawhorn  
Crystal Ange  
Wesley Beddard  
Dixon Boyles  
Jo Linda Cooper  
Lisa Hill  
Chet Jarman  
Judy Jennette  
Kim Mullis  
Phillip Price  
Morgan Roberson, SGA

### MEMBERS ABSENT

Clay Carter  
Dorie Richter

### OTHER STAFF PRESENT

The Administrative Council met at 3:00 p.m. on Wednesday, February 22, 2012, in the Conference Room of Bldg. 1. Dr. McLawhorn called the meeting to order and addressed the agenda items as follows:

#### **I. Approval of Administrative Council Meeting Minutes October 24, 2011**

The November 30, 2011 minutes were distributed to all Administrative Council members prior to the meeting. Dr. McLawhorn called for corrections or a motion to approve. Phillip Price made a motion to approve the minutes as presented. Crystal Ange seconded the motion. The motion was approved with an all ayes vote. (See regular session minutes on the Internet under the appropriate Committees and Minutes link.)

#### **II. Old Business**

Campus-wide Calendar – Mrs. Mullis stated that last April faculty advocated for a campus-wide calendar that could be utilized by faculty and staff on or off campus. The purpose is to provide one calendar to post meetings and events. The request was sent to the Information Technology (IT) Committee and was well received. The IT Committee formed a sub-committee to implement the calendar and figure out the best vehicle to put the calendar in operation. The sub-committee has looked at several different options. Hopefully, the calendar will be up and running shortly. Mrs. Mullis noted that there will be limited access to posting events. Dr. Price reported that an area that came up for discussion was that each Dean would look at his/her area and see who would need access to the calendar.

#### **III. New Business**

- Faculty Senate Meeting Minutes for November 8, 2011 and January 17, 2012 had been distributed electronically prior to the meeting for information only. (See minutes on the Internet under the appropriate Committees and Minutes link.)
- Evaluation Systems Meeting Minutes for January 18, 2012 were presented by Mr. Chet Jarman in Mrs. Dorie Richter's absence. After discussion, Mr. Wesley Beddard made the motion to accept the changes to the evaluations found in the minutes with

a correction to IV. Evaluation Time Frame – Individual Professional Development Plan; Annual Evaluation of Employee by Supervisor from March 8 to April 1 and Annual Evaluations to the President from March 15 to April 10. Dr. Ange seconded the motion. The motion passed with an all ayes vote.

- Marketing Committee Meeting Minutes for November 15, 2011 had been distributed electronically prior to the meeting for information only. (See minutes on the Internet under the appropriate Committees and Minutes link.)
- Staff Association Meeting Minutes for November 10, 2011 had been distributed electronically prior to the meeting for information only. (See minutes on the Internet under the appropriate Committees and Minutes link.)
- Special Events Meeting Minutes for October 12, 2011 had been distributed electronically prior to the meeting for information only. (See minutes on the Internet under the appropriate Committees and Minutes link.)
- Admissions Committee Meeting Minutes for November 16, 2011 had been distributed electronically prior to the meeting. Dr. Ange presented the minutes and recommended changes from the Admissions Committee. After much discussion, no action was taken on the recommended changes to the general admission policy. Dr. Ange will seek clarification and take recommendations back to the Admissions Committee.

After review of the membership structure of BCCC's campus standing committees, Mrs. Dorie Richter sent an email on Wednesday, March 14, 2012 to members of Admin Council asking approval for the Dean of Student Services to be added to the Admissions Committee. Mrs. Richter received unanimous approval. The committee structure for Admissions will be revised to reflect this change.

- Information Technology Committee Meeting Minutes for October 25, 2011 had been distributed electronically prior to the meeting for information only. (See minutes on the Internet under the appropriate Committees and Minutes link.)

#### **IV. Progress Reports - Updates**

Crystal Ange

- Local High School Curriculum nights in March
  - At each high school, Student Services will set up a table and talk with students and parents about Career & College Promise and BCCC's other programs
- Letters have been sent out to graduates reminding them that they are very close to graduating –in the areas of certificate, diploma and degree
- FAFSA Day was held last Saturday
  - Only 8 people attended
  - This was advertised in the schools
  - State Employees Credit Union offers this individually
- Student Support Services Update
  - Put up posters for Black History Month
  - Writing contest is going on in middle schools
  - College Transfer workshop on February 29
  - Service Learning at Eagles Wings on March 1

- Student Activities
  - Don't Sit Get Fit – Wesley Beddard has worked with Theresa Edwards on implementing this across campus
    - Next Tuesday Austin Thomas (Fitness Unlimited) is coming in to talk with faculty, staff and students on eliminating belly fat
  - Dance instructors are coming in this week to Building 4
  - Theresa Edwards and Kim Jackson are taking a group of potential college transfer students to UNCW this Saturday
  - Tomorrow in Building 10 at 8:30 a.m. is Job Shadow Day
- Career & College Promise
  - Crystal and Wesley Beddard are meeting with the community on March 5
  - Crystal will meet with the high school counselors after the community meeting

#### Morgan Roberson – SGA Update

- Austin Thomas will be in the student lounge on February 28 to talk about eliminating belly fat
- March 13 from 8:30 – 2:30 SGA is sponsoring a Blood Drive
- Dance Classes with Ms. Velma Worsley in Building 4 will begin this week

#### Lisa Hill - ECHS

- In the middle of recruitment for Beaufort
- Completed all visits to the middle schools
- Open House scheduled for February 27 at 6:00 for parents and anyone in the community to see the presentation for Early College High School
- Applications are due March 23
- Looking for a total enrollment of 220 starting next year for the Beaufort group
- Beaufort County Schools (BCS) voted last night to no longer manage the café
  - BCS will be looking at busing or carting the food for the ECHS students – starting next year

#### Dixon Boyles – SACS Update

- Continue to identify Gen Ed Competency Assessments
- QEP (Quality Enhancement Plan)
  - Will take several items identified as writing intensive to the curriculum committee
  - Plan to have in place this fall

#### Kim Mullis – Faculty Senate Update

- Faculty Senate has been in touch with Brown McFadden about what will be included in the intelligent classrooms
  - Faculty devised a comprehensive list
  - Will begin to prioritize the list
- Working on a Faculty Senate web-page
  - Bylaws will be posted
  - Information on committees
  - Minutes of meetings
  - Other information concerning Faculty Senate

#### JoLinda Cooper – Staff Association Update

- Continue to work on the Faculty Staff Directory

- Having a hard time getting pictures
- Will set a deadline
- Holding a Raffle for a two night weekend at Pine Knoll Shores
  - March 30 – April 1
  - Tickets are \$2.00

#### Wesley Beddard

- Handout of Career and College Promise
  - Posted on the BCCC web-site
  - Article will be in the paper
- Curriculum Committee will meet in early March
  - Developmental Math initiative at the State level has passed
    - Our plan is to not fully implement it in the fall - we will bring it in gradually
    - Will require some professional development for faculty
    - The new courses will be put in our catalog and we will teach some of the modules together next year – to do some experimentation
    - Fall 2013 is when we have to go full scale

#### Judy Jennette

- Ambassador nominations continue to come in until March 2
  - Remind faculty to get their nominations in
  - Will select 6 this year
  - Interviews will start in April
- Croquet Tournament scheduled for May 19
- Working with SGA for graduate yard signs
- Reworking the Foundation Web-site to be more interactive
- The new van will be taken to the decal shop tomorrow – will have BCCC logo and name
- Career and College Promise advertising will get underway this weekend
- Judy and Clay Carter attended an Emerging Issues Forum on Generation Z
- Academic Excellence Award winner is Zachary Coltrain from Pinetown NC
  - Zachary is in the welding program
- Morgan Roberson, SGA President has been nominated for the Dallas Herring Award
- Working with the nursing department to try and identify graduates so they can be invited to the grand opening of the new Allied Health & Nursing Building

#### Dorie Richer – Update provided by Chet Jarman

- Time to begin scheduling performance evaluations

#### Chet Jarman

- Started first Basic Skills Plus Program this week
  - CNA Program
  - Having tough time entering the BSKP code into the system
- Currently have 26 student in the Truck Driving CDL Program
- Golden Leaf Grant
  - \$1498.00
  - 2 students in Truck Driving program and 2 students in the Basic Skills Plus program that met the qualifications
  - We have spent \$868.00

- Completed interviews today for the Nursing Assistant Coordinator/Instructor
  - Name has been submitted for approval
- Chet and David Crosby met last week with Linda Herndon with Alpha Numeric
  - The System Office is encouraging Continuing Education Departments to look at this company – not to replace but to go along with Education To Go
    - Based in Raleigh
    - Sending free webinars for review

#### Phillip Price

- Construction meeting for the new Allied Health and Nursing Building was held last week
  - Should be finished by the end of May
  - Utilizing the building this fall
- Submitted a \$1.3 million grant to Golden Leaf Foundation for equipment for the new Allied Health & Nursing Building
  - Should receive feedback Thursday of this week
- Attended a meeting in Wilson on Monday to discuss energy utilization
  - A draft report was distributed and BCCC is one of the top 10 performers in energy usage per square foot
- An audit exit conference is scheduled for Friday of this week with the State Auditor's Office for the last financial statement audit
- Looking at changes for the Bookstore
  - Developing an online web-site for the Bookstore
  - Will be through Follett
  - Students will be able to pull up the exact book for the course and choose the option of buying new or used
    - Both options will put the sale back to the Bookstore
  - Students will also be allowed to rent a text book – this option will be directed back to Follett who will handle the rental (we will receive a percentage of the sale)
  - Beginning this fall Follett will start with E-Books
    - Challenges are that students will have to have a credit card
- Will begin exploring options for the Café once that space frees up
- Currently working on the county budget request for next year

#### David McLawhorn

- Tonight on UNC TV, Bryan Oesterreich and James Casey Life on the Pamlico

The next regular meeting date is scheduled for March 28 at 3:00 p.m. *Date later moved to April 23, 2012.*

The meeting adjourned at 3:52p.m.

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David McLawhorn, Chair