

ADMINISTRATIVE COUNCIL MEETING MINUTES

April 23, 2012
Monday, 3:00 p.m.

MEMBERS PRESENT

David McLawhorn
Crystal Ange
Wesley Beddard
Dixon Boyles
Clay Carter
Jo Linda Cooper
Lisa Hill
Chet Jarman
Judy Jennette
Kim Mullis
Phillip Price
Dorie Richter

MEMBERS ABSENT

Morgan Roberson, SGA

OTHER STAFF PRESENT

Kent Dickerson
Mandy Jones

The Administrative Council met at 3:00 p.m. on Monday, April 23, 2012, in the Board Room of Bldg. 10. Dr. McLawhorn called the meeting to order and welcomed special guests Mandy Jones and Kent Dickerson. He then addressed the agenda items as follows:

I. Approval of Administrative Council Meeting Minutes February 22, 2012

The February 22, 2012 minutes were distributed to all Administrative Council members prior to the meeting. Dr. McLawhorn called for corrections or a motion to approve. Chet Jarman made a motion to approve the minutes as presented. Wesley Beddard 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 - None

III. New Business

- Faculty Senate Meeting Minutes for February 14, 2012 & March 13, 2012 had been distributed electronically prior to the meeting for information only. (See minutes on the Internet under the appropriate Committees and Minutes link.)
- Admission Committee Meeting Minutes for April 18, 2012 were distributed electronically prior to the meeting. Dr. Ange called on Mrs. Mandy Jones, Student Services and Allied Health Coordinator to present the Dual Admission Process and Criteria policy for the ENC Regionally Increasing Baccalaureate Nurses (ENC RIBN) program. After discussion, Dr. Ange made the motion to approve the RIBN admission policy as presented. Mr. Wesley Beddard seconded the motion. The motion passed with an all ayes vote.
- Dr. Ange presented proposed changes to the College's General Admission Policy. At the last Administrative Council meeting clarification was needed regarding the admission of students into diploma and certificate programs without being a high school graduate, specifically students under the age of 18. After discussion, Dr.

Ange made the motion to approve the changes to the College's Admission Policy as presented. Judy Jennette seconded the motion. The motion passed with an all ayes vote.

- Dr. McLawhorn called on Mrs. Mandy Jones, Student Services and Allied Health Coordinator and Mr. Kent Dickerson, Director of Nursing to present the Readmission Requirements into the Nursing Programs. After discussion, Mr. Wesley Beddard made the motion to approve the Readmission Requirements into the Nursing Programs with a correction to #3 – remove *retention coordinator* and replace with *allied health admissions coordinator*. Mrs. Judy Jennette seconded the motion. The motion passed with an all ayes vote.
- Dr. McLawhorn called on Mrs. Mandy Jones and Mr. Kent Dickerson to present the proposed Letter of Intent into the Nursing Programs. Mrs. Jones explained that the purpose of the letter is to target the “no call/no show” students - if notification is not given to Mrs. Jones prior to June 12th then it is too late for another student to fill the open slot. After discussion and modifications to the proposed letter, Mr. Wesley Beddard made the motion to approve the letter of intent with modifications and that we give the letter a try for the upcoming year. Modifications to the letter – remove *Admissions/Retention Counselor* and replace with *Allied Health Admissions Counselor* and the last sentence will read I *may* not be eligible to *apply* to either nursing program *for the next admissions cycle*. Mr. Clay Carter seconded the motion. The motion passed with an all ayes vote.
- Curriculum Committee Meeting Minutes for April 16, 2012 had been distributed electronically prior to the meeting for information only. (See minutes on the Internet under the appropriate Committees and Minutes link.) Mr. Beddard presented the proposed curriculum changes for approval:

Allied Health

- **Add course descriptions for MLT 125–Immunohematology I, MLT 140- Intro to Microbiology, and MLT 271–MLT Practicum III to the catalog and ~~delete MLT191-~~ Selected Topics in Medical Lab Technology from the curriculum and course catalog *effective Fall Semester 2012*.**

Arts and Sciences

- **Add RED 080-Introduction to College Reading as a prerequisite for BIO 168- Anatomy and Physiology I effective *Fall Semester 2012*.**
- **Presented MAT prerequisite modifications at the state level – these will appear in our 2012-2013 catalog. (See attachment 1, pages 1-3).**
- **Add MAT 060-Essential Mathematics as a local prerequisite for MAT 121- Algebra/Trigonometry I and to add MAT 080-Intermediate Algebra as a local prerequisite for MAT 155-Statistical Analysis and MAT 155A-Statistical Analysis Lab *effective Fall Semester 2012*.**
- **Add MAT 140-Survey of Mathematics and MAT 140A-Survey of Mathematics Lab to the college catalog, adding MAT 140 to the list of approved general education mathematics requirements for AA and AGE degrees *effective Fall Semester 2012*.**
- **Add all Developmental Math Modules (DMA) to the catalog *effective Fall Semester 2012*. (See attachment 1, pages 5-7).**

- **Add MAT 162-College Trigonometry and MAT 162A-College Trigonometry Lab** to the catalog counting as a second math elective for AA, AGE, and AS programs **effective Fall Semester 2012.**
- **Add PED 110-Fit and Well for Life and PED 118-Weight Training II** to the college catalog **effective Fall Semester 2012.**

Business

- Accept changes in the Human Services Certificate (C45380) **effective Fall Semester 2012.**
- **Add MAT 140-Survey of Mathematics and MAT 140A-Survey of Mathematics Lab** as the math requirement for the Human Services Technology degree (A45380), **deleting MAT 115, effective Fall Semester 2012.**
- **Add Cosmetology Associate in Applied Science degree (A55140)** to the BCCC catalog of degree offerings. Also, **add** three new course offerings for this degree: **COS 224-Trichology & Chemistry, COS 240-Contemporary Design, and COS 250-Computerized Salon Ops, all effective Fall Semester 2012.** (See attachment 2, pages 1-5).
- **Add substitution of ENG 111-Expository Writing for ENG 102** in the Cosmetology Diploma (D55140). Also, **to add note: (ENG 111 may be substituted for ENG 102. Students planning to pursue the AAS Degree in Cosmetology should take ENG 111), all effective Fall Semester 2012.** (Attachment 2, page 6)
- **Delete OST 132-Keyboard Skill Building and OST 224-Admin. Office Transcript II** from the BCCC catalog, all **effective Fall Semester 2012.**
- **Delete CJC 222-Criminalistics** from the Criminal Justice Technology (A55180) degree and the BCCC catalog and **add CJC 223-Organized Crime** in its place. Also, motion to **add CJC 121-Law Enforcement Operations** as a **fourth semester option.** All changes **effective Fall Semester 2012.**

Industrial Technology

- **Add BPR 111-Blueprint Reading and BPR 121-Blueprint Reading: Mechanical** to the Mechanical Engineering Technology and Mechanical Engineering Technology/Drafting and Design programs **effective Fall Semester 2012.**
- Revise the **Automotive Technology Certificate** in the catalog **effective Fall Semester 2012.**

Mrs. Dorie Richter seconded the motion. The motion passed with an all ayes vote. Mr. Beddard stated that a set of writing intensive courses will be taken to the next Curriculum Committee meeting and then they will come to Administrative Council for approval.

IV. Progress Reports - Updates

Dorie Richter

- Evaluations Updates
 - Completed Graduate Follow-up and Faculty and Staff Survey's – results have been distributed and posted to the web
- Currently working on Program Review
 - First round of drafts will be completed this week
- Planning Updates
 - Working on the end-of-the-year reports
 - Will be sending a memo for the board summary – due in June
 - Planning Council Meeting – May 22, Bldg. 8 Room 838

- All reports are currently up to date
- Grant activity report distributed
 - 2011-2012 - Almeta Woolard has either written or assisted with \$2,000,500 in grants

Kim Mullis – Faculty Senate (FS) Update

- Faculty Senate drafted and presented a resolution to Dr. McLawhorn regarding the assessment of online courses
 - FS concerned about the quality and consistency of on-line course delivery
 - Make sure it is comparable to the experience the student receives in the seated classroom
 - Dr. McLawhorn has given this to Dorie Richter
 - Dorie's group is looking at how to incorporate the assessment on-line
 - Dorie reported that Penny Sermons initiated a request that a sub-committee be set up for next year because this will not take effect until next spring – the subcommittee has been set and members are willing to serve
 - Purpose is to gather information and look at all the possibilities
- Online courses will be reviewed by distance learning staff prior to being offered
- Faculty Senate advocated for a campus calendar
 - Calendar is underway and should be appearing on the BCCC web-site in the next couple of weeks
 - Brown McFadden is in the process of getting posting rights for the individuals that were identified by the 4 deans
- New Faculty Senate Officers for the 2012-2013 year:
 - Jay Anders, President
 - Jeanne Martin, Vice President
 - Jarahnee Burger, Secretary
 - Michele Manning, Treasurer

Lisa Hill - ECHS

- Beaufort ECHS
 - Received 105 applications
 - Interviewing 95 of those applicants
 - In the process of interviews
- Hyde County ECHS students will be traveling to BCCC 5-days a week next year
 - 2 graduates from the Hyde County ECHS that within 4 years will be leaving with 2 degrees – high school diploma and associates degree
- Café
 - Concerns with overcrowding
 - 1st, 2nd& 3rd year students will not eat in the café – they will eat downstairs in building 5
 - 4th& 5th year students will eat upstairs in the café
 - Hyde ECHS students will eat upstairs in the café

Judy Jennette – Foundation

- Received 11 applicants for the ambassadors positions

- Selected new ambassadors 6
 - Tammy Whitehurst, Patricia Daniels, Nancy Hill, William Wallace, Hillary Wynne, & Victoria Tyson
- 9th Annual Cutthroat Croquet Tournament – Saturday, May 19
 - Registration underway
 - 2 new sponsors this year
 - Article in the Washington Magazine
 - Will also have a full page ad for the grand opening of the new nursing building – August 13
 - 11:00 – 1:00 Nursing Alumni
 - Business after-hours reception 5:00 – 7:00
- Yard signs for the graduates have been ordered – will not be ready until May 10
- New TV commercial has been shot
- Campus Campaign will go out this week
- Academic Excellence Awards Luncheon was last Wednesday – Zack Coltrain and his family were honored at the event
- Special Events Committee meeting
 - May 1 from 11:30 – 1:30 Faculty and Staff Meet and Greet for Dr. Tansey
 - May 31 Retirement Reception for Dr. McLawhorn
 - August 13 Grand Opening of new building

Clay Carter

- Hyde County - Career Readiness Certificate (CRC) and substitute teaching classes are going on
 - Will have a GED class soon
- Washington County – Career Readiness class underway
- Health Care basics class is scheduled to end next week
- Wednesday morning the Rapid Response Team will be meeting with workers who lost their jobs with Caron – about 35 people
 - Will set up a computer skills for job seekers class and CRC

Crystal Ange

- SGA elections will be held tomorrow in the lounge of bldg. 9
- Graduate student recognition is tomorrow 3:00 – 5:00 in bldg. 10
- Graduation practice - May 10 at 6:00
- Graduation – May 11 at 7:00 in the auditorium of Washington High School
- Sue & Gary's retirement reception next Thursday
- Registration workgroup meeting May 7
- Fall semester – will offer services into the night
 - A counselor and the admissions director will work Monday – Thursday
 - Modified schedule from 9:30 a.m. – 6:30 p.m.

Dixon Boyles – SACS Update

- No report

JoLinda Cooper – Staff Association Update

- Staff Association Raffle

- Sandy McFadden was the winner of the two night weekend at Pine Knoll Shores sponsored
 - Terri Bergevin won the \$25 gift certificate
- Continue to work on the Faculty Staff Directory – please encourage everyone to get their picture made for the directory- last week to have pictures made

Wesley Beddard

- Currently have 6 faculty vacancies
- May 10 – BLET spring graduation at 6:00 p.m.
- Online classes – Tricia Woolard and Penny Sermons are holding workshops
 - Will have some scheduled over the summer
 - Everyone teaching this fall will have to attend one of the workshops
- Combining the Business & Industrial Technology Divisions – Ben Morris, Division Chair effective July 13, 2012
- Career & College Promise
 - Deadline for high school applications is May 1

Chet Jarman

- New Program – Basic Skills Plus cohort with the CNA program
 - 11 students enrolled and all 11 passed
- CDL Truck Driving program - we will partner with Pamlico Community College this summer
 - We have had a request for the program today from Carteret Community College
- Golden LEAF Grant
 - 25% of the money was allowed to be spent on occupational extension courses in Continuing Education
 - Last report – there were students in the Truck Driving and NA programs and we had spent \$868 of our total allotment of \$1498
 - To date – we have spent all of the total allotment
- Distance Educations - We have entered an agreement with Alpha Sprout to offer online classes as well as Education to Go
- Completed our audit visit on March 27 – went well
- Ron Clark, Chief GED examiner retires the end of this fiscal year
 - Position will be replaced with Rhunell Boyd working part-time

Phillip Price

- A construction meeting for the new Allied Health and Nursing building was held last week
 - Wesley Adams reports the meeting went very well and the construction company appears to be close to on track
 - Our estimates are that it is approximately 2 weeks behind schedule
 - We feel the completion date will be early June
- We will be presenting a \$1.3 million grant proposal for equipment for the new Nursing Building to the Golden Leaf Foundation on Monday morning.
 - This grant is part of the Community Assistance Initiative grant process

- We met with the county commissioners on Wednesday of last week to present our 2012-2013 county budget request. The request appeared to be well received.
 - The commissioners were also provided a tour of the new building.
- Last week was the deadline for state funded expenses
- At the last board meeting the campus café was discussed
 - We put RFP notices in the paper
 - We have received some proposals in response to the notices
- Pam Cummings has announced her resignation from the college effective May 11, 2012. Emily Woolard has been promoted to the Director of Human Resources position.
 - We will advertise for Emily's position

David McLawhorn

- Legislative Update
 - The goal is to convenience the General Assembly to redirect the money that was proposed for enrollment growth
 - The problem is that only a few colleges have enrollment growth
 - BCCC is one of the few with enrollment growth
 - Redirect into areas that will help everybody
 - Put math into the tier 1 FTE

The next regular meeting date is scheduled for May 23, 2012 at 3:00 p.m. *Due to the lack of agenda items; an electronic vote of the revised 2012-2013 Calendar was taken and unanimously approved. Changes included:*

1) Move the Student/Faculty Vacations days originally scheduled for October 11/12 to October 8/9. The new dates will coincide with the System Conference scheduled for Raleigh and will not require faculty to miss class time in order to attend.

2) Change the Last Day to Drop (LDD) to the 75% point of the semester rather than the 60% and write out "Last Day to Drop with no academic penalty" on the calendar. Recommendation from the Registration Work Group and supported by the Faculty Senate. (Note if LDD falls on a Friday, we will use the following Monday as students often have difficulty finding instructors to sign forms on Friday afternoons.)

On 5/21/12 the below motion was emailed to members of Administrative Council

-Wesley Beddard made the motion to approve the 2012-2013 revised Inst. Calendar with the following changes:

1) Move the Student/Faculty Vacations days originally scheduled for October 11/12 to October 8/9.

2) Change the Last Day to Drop (LDD) to the 75% point of the semester rather than the 60% and write out "Last Day to Drop with no academic penalty" on the calendar.

-Crystal Ange seconded the motion. The motion passed with a majority vote. Judy Jennette was unavailable for the vote.

The meeting adjourned at 4:35 p.m.

David McLawhorn, Chair