

## ADMINISTRATIVE COUNCIL MEETING MINUTES

September 4, 2012

Tuesday, 3:00 p.m.

### MEMBERS PRESENT

Barbara Tansey, President  
Jay Anders  
Wesley Beddard  
Chet Jarman  
Judy Jennette  
Sandy McFadden  
Phillip Price  
Almeta Woolard

### MEMBERS ABSENT

Trina Cobb, SGA  
Crystal Ange

The Administrative Council met at 3:00 p.m. on Tuesday, September 4, 2012, in the Conference Room of Bldg. 1. Wesley Beddard called the meeting to order and welcomed and addressed the agenda items as follows:

#### **I. Approval of Administrative Council Meeting Minutes July 16, 2012**

The July 16, 2012 minutes were distributed to all Administrative Council members prior to the meeting. Wesley Beddard called for corrections or a motion to approve. Phillip Price made a motion to approve the minutes as presented. Chet Jarman 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**

1. Wesley Beddard addressed item 1 - Curriculum Certificate Requirements. He discussed the requirements:
  - Students should apply to receive the curriculum certificate one semester prior to the semester in which they expect to complete their work. The application should be made through the Registrar's Office. There is a \$5.00 fee per certificate payable through Beaufort County Community College's business office. The fee is due before the certificate will be conferred to the student.
  - In order to be eligible to receive a curriculum certificate, a student must complete all prescribed courses for the curriculum. Students must have a minimum cumulative grade point average (GPA) of 2.0. Grade point averages are calculated by dividing the total number of grade points earned by the total number of credit hours attempted. Courses used in this calculation are those completed at Beaufort County Community College that are listed in the student's curriculum outline as minimum requirements and any additional courses approved by the appropriate division chairperson. Students must complete a minimum of 25 percent of hours required for a certificate in residence at Beaufort County Community College.
  - If the student wants to go through graduation then they will have to pay the full graduation fee.

Mr. Beddard called for questions. Hearing none, Mr. Beddard made the motion to approve the Curriculum Certificates as presented. Phillip Price seconded the motion. The motion passed with an all ayes vote.

2. Approval of Revised Campus Committee Structure and Assignments. Dr. Tansey discussed revisions to the campus committee structure with faculty and staff at the Faculty/Staff Fall Kick-Off held on August 28. Dr. Tansey stated that the goal is to have functional committees and SACS standards have been attached to various committees where appropriate. Currently there over 26 SACS standards that need to be addressed. She stated that we have dropped a few committees, strengthened committees, and tweaked purposes. In making committee assignments, we tried to look at the talents, personalities, skill level, and the interests of individuals that they match the committee they are assigned. A grid of faculty and staff was developed to make sure that no one served on more than two committees. She noted that there are a few people that are not on any committees but we will rotate members over time. Wesley Beddard made the motion to accept the campus committee structure and assignments as presented with the exception of the Evaluation Systems Committee. Administrative Council will bring back the Evaluation Systems Committee as discussion at the next meeting. Almeta Woolard seconded the motion. The motion passed with an all ayes vote.
3. Faculty Staff Parking – Dr. Tansey stated that she received a request asking if we would consider faculty parking. The initial request did not include staff but that was added. Dr. Tansey met with Dr. Price and they came up with items to consider when creating faculty/staff parking. Four bullets were shared with Admin Council:
  - o The entire lot needs to be dedicated to faculty/staff parking. For example, the lot located in front of building 1 is completely dedicated to faculty and staff with the exception of a few visitor spots. It would be too difficult to clearly mark which spots were faculty and staff spots unless the entire lot was dedicated for this purpose. We need to make parking as easy as possible for our students and for campus police to enforce.
  - o If we make more faculty and staff parking, faculty and staff will need to only park in these lots. We currently have a shortage of parking spaces and are forced to use overflow parking lots. It will be an extra burden to our lots (and our students) to have dedicated parking spaces for faculty and staff and have faculty and staff park in spaces dedicated as student parking.
  - o Students are our customers. We need to ensure the more prime parking spaces are available for our customers. The lots close to buildings should be student parking.
  - o Our campus continues to expand to the East. Any dedicated faculty and staff parking needs to take into consideration that our campus is spread out. Parking needs to be as

After much discussion, the topic of loading zones was addressed. It was decided to explore loading zones around buildings. Phillip Price sent an email asking that Senior Staff check with folks in his/her areas to determine if there is a need for loading zone for their building.

This issue of the scooter parking on the grass of Building 2 was discussed. Dr. Tansey spoke with Chief Swindell about designating one slot in the in Building 1 parking lot.

The next meeting is at 3:00 p.m. on September 24<sup>th</sup>.