

## ADMINISTRATIVE COUNCIL MEETING MINUTES

April 23, 2011

Wednesday, 3:00 p.m.

### MEMBERS PRESENT

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

### MEMBERS ABSENT

SGA Representative

### OTHER STAFF PRESENT

None

The Administrative Council met at 3:00 p.m. on Wednesday, April 20, 2011, in the Conference Room of Bldg. 1. Dr. McLawhorn welcomed Kim Mullis, President of the Faculty Senate and JoLinda Cooper, President of the Staff Association. He then read a thank you note from past Faculty Senate President Laura Bliley. He called the meeting to order and addressed the agenda items as follows:

#### **I. Approval of Administrative Council Meeting Minutes February 23, 2011**

The February 23, 2011 minutes were distributed to all Administrative Council members prior to the meeting. Dr. McLawhorn called for corrections or a motion to approve. Clay Carter 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**

None

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

1. Faculty Senate minutes for the February 22, 2011 and March 22, 2011 meetings had been distributed electronically prior to the meeting for information only. (See minutes on the Internet under the appropriate Committees and Minutes link.)
2. A copy of the Faculty Senate ByLaws had been distributed electronically prior to the meeting for review. Kim Mullis noted that the copy electronically sent did have some typographical errors, but a clean copy would be sent to members of Admin Council. She stated that a lot of changes to the bylaws were made and members of Administrative Council would need to read the old bylaws and compare them to the revised ones. Dr. McLawhorn called for discussion. Hearing none, he asked for a motion. Phillip Price made the recommendation to approve the Faculty Senate Bylaws with minor typographical corrections. Crystal Ange seconded the motion. The motion passed with an all ayes vote.

3. A copy of a resolution regarding a campus wide calendar was distributed electronically prior to the meeting. Dr. McLawhorn stated that Jennie Singleton had gathered information and asked her to share the findings. Jennie stated that she emailed all 58 community colleges to see what type of campus calendar they used. Several colleges responded that they do not have one campus wide calendar; others reported that they use a calendar similar to what is posted on the BCCC web-site. Many campuses reported using Google Calendars, which is a free and very useful calendar. The Google Calendar has many options and seems to be very user friendly. Copies of Google Calendar were distributed for review. The Google calendars distributed included information such as, but not limited to: the date, time, location and other pertinent information for all campus events other than regularly scheduled curriculum and continuing education courses, including but not limited to professional development activities, club, association, board and committee meetings, student events and activities, small business center events and non-college events held on campus. Campuses that use Google Calendar's have guidelines/procedures in place and only certain people have access to post and update information. Each campus stressed that the calendar is only useful if the people who schedule events send the information to calendar coordinator. After discussion, Wesley Beddard stated that he will take the request for a campus calendar to the Information Technology committee for their review.
4. Marketing Committee minutes for the January 31, 2011 meeting had been distributed electronically prior to the meeting for information only. (See minutes on the Internet under the appropriate Committees and Minutes link.)
5. Instructional Technology minutes for the September 14, 2010 meeting 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**

Dorie Richter

- Planning Updates
  - It is time for everyone to review their purpose and the goals and begin working on their new plan
  - Planning Committee will meet at the end of May
- Evaluation Updates
  - Completed the Graduate Follow-up Survey - results have been distributed and posted to the web
  - Faculty and Staff Survey - currently working on
  - Current Student Survey - just sent out
  - Community Satisfaction Survey - advertised the first week in April in the Washington Daily News, Beaufort Hyde News, and Roanoke Beacon
    - Have received 150 responses
    - Will run ad again the first week in May
    - Will also run in About Town and Community College News
    - Received data for the Performance Standards for student and employer satisfaction
- Performance Standards
  - Have received all performance standards data - distributed information

- EMT was reevaluated and our percentage is higher than originally stated
- Curriculum Student Retentions was reevaluated at the system level and is better than before
- Developmental - in the process of reviewing
- College Transfer information looks pretty good
- Dr. McLawhorn reported that the President's Association has a committee that is looking at performance measures. There is discussion that the General Assembly wants FTE performance measures to tie funding to graduation.
- Distributed the May 2011 Grant Activity Report

#### Crystal Ange

- BCCC had 11 students that volunteered today with Special Olympics at Washington High School
- BCCC Graduation is Friday, May 13 - the time is at 7:00 p.m. this year
  - Dr. Karen Thomas a former BCCC student will be the guest speaker
- Volley Ball Awards Program - April 30 at 6:00 p.m.
- Late Summer School Registration - May 16
- Classes Start - May 17

#### Dixon Boyles

- SACS has sent out invitations for the Yearly Summer Quality Institute
  - Sessions are being presented by a couple of the vice presidents
  - Last year the sessions were posted on their website after the event was over
- We have identified several courses that we hope to initially designate as writing intensive, which would plug into our QEP.
  - All English courses
  - Couple of Math & Science courses
  - Business and Criminal Justice course

#### Kim Mullis -

- Faculty Senate met on April 19
  - Elected officers for the upcoming year
    - Kim Mullis, President
    - Jay Anders, Vice President
    - Jarahnee Burger, Secretary
    - Michele Elks, Treasurer
  - Discussed the proposed calendar

#### Jo Linda Cooper

- The Staff Association Annual Picnic is scheduled for April 27 from 11:30 a.m. - 1:00 p.m.
  - ⇒ All staff is invited
  - ⇒ Staff asked to bring a dish

#### Judy Jennette

- A sub-committee of the Foundation Board met last week and interviewed 13 ambassador candidates. The committee selected 4 new ambassadors and 3 alternates for next year.

The new ambassadors are:

- Catrena Ross
- Michelle Leggett
- Blake Perry
- Vickie Wilkinson

Returning ambassadors are:

- Kelli Lozano - full-time student
- Kenneth Worsley- full-time student
- Kendal Hayden - part-time student
- Katherine Thomas- part-time student
- The Academic Excellence Awards Banquet went well - Kelli Lozano BCCC's recipient
- Received a call from Trader Construction Company - they and PCS Phosphate are joining together to start an endowment of \$60,000 to fund scholarships for the Heavy Equipment Program at BCCC in honor of David Clark.
- Campus Campaign will go out this week
- Spring scholarship stories ran last week in the paper
- Croquet Tournament is scheduled for May 14 - registration is underway
- Bobby Andrews scholarship applications have been updated and are on the web-site

Wesley Beddard

- Working on re-drafting the state-wide high school to community college articulation agreement
- Summer Semester numbers look strong

Clay Carter

- On May 2, we will start a Career Readiness Certification and Computer Skills class for the Domtar employees that were recently released.
- Continue to stay abreast on TAA benefits and WIA benefits
- The old switchboard has been replaced

Chet Jarman

- On March 2, Pam Gobel from the System Office was here for BCCC's first CRC site visit. Dr. McLawhorn received the report today. Mr. Jarman shared a couple of highlights from the report -
  - The number of CRC's issued increased from 57 in 2008 to 319 in 2010
  - As of March 31, 2011 there has been a total of 711 CRC's issued in the BCCC service area - a 13.6% increase since 2010
- Mr. Jarman reported with the hectic pace of CRC, Dr. McLawhorn has given approval to not offer the College for Kids Program this summer. This program does not earn FTE and is self-supporting.

Phillip Price

- Received approval from the county commissioners for the contract for the construction of the new Allied Health & Nursing building. It should take about a year to complete the building.
- The Board of Trustees recently met with the county commissioners to present the county budget request for the next fiscal year.

- 67, 000 increase from the previous year
- Currently watching the state budget process
  - The House appears to be making progress on what their budget is going to be
  - Overall community colleges are looking at about a 10% reduction
    - Public school a little less reduction than community colleges
    - Universities are looking at 15% reduction
  - A few items that affect faculty and staff
    - The governor vetoed the bill that would require employees to pay a portion of their health insurance premiums - there is a new bill that will be voted on this week.

(Senate Bill 265, “An Act To Make Appropriations and Adjustments For The 2011-2013 Biennium to The State Health Plan For Teachers And State Employees; And To Transfer The State Health Plan For Teachers And State Employees To The Office Of State Treasurer.”)

    - Last year, the General Assembly approved that all community colleges be required to get into the student loan program. This year, House Bill 7 went through that allowed colleges to opt out of the student loan program. The governor vetoed House Bill 7.
    - Currently there is a waiver approved for faculty and staff to take one community college class per semester. The General Assembly is talking about doing away with this waiver.
  - Dr. Price explained that the college’s budget comes in different pots of money - curriculum, basic skills, administrative, occupational, etc. Dr. Price noted with community colleges taking cut 10% each area is affected differently. Dr. Price stated that he met with each of the deans to try and determine what the cuts would be in each area.

David McLawhorn

- The Board of Trustees approved Dr. McLawhorn’s request to extend his contract to June 1, 2012.
  - Should not affect the presidential search process
- Local Budget
  - Met with the county commissioners and had a great meeting
  - We held our budget request as low as we were able to
  - Tough year

The next regular meeting date will be May 25.

The meeting adjourned at 3:45 p.m.

---

David McLawhorn, Chair