

ADMINISTRATIVE COUNCIL MEETING MINUTES

February 23, 2011

Wednesday, 3:00 p.m.

MEMBERS PRESENT

David McLawhorn
Crystal Ange
Wesley Beddard
Phillip Price
Laura Bliley
Dixon Boyles
Clay Carter
Jo Linda Cooper
Judy Jennette
Dorie Richter

MEMBERS ABSENT

SGA Representative
Chet Jarman

OTHER STAFF PRESENT

None

The Administrative Council met at 3:00 p.m. on Wednesday, February 23, 2011, 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 November 23, 2010 and November 29, 2010 Minutes

The November 23, 2010 and November 29, 2010 minutes (regular and closed) 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.) (Closed Session minutes will not be posted and will remain confidential.)

II. Old Business

Dorie Richter reported that the sub committee appointed by Dr. McLawhorn to review the structure of all the college committees met on January 20. The committee recommendations were distributed to all Administrative Council members prior to the meeting. Wesley Beddard made the motion to approve the recommendations as presented. Phillip Price seconded the motion. The motion was approved with an all ayes vote. The restructure of campus committees will begin July 1, 2011. The revised Structure of College Councils and Committees will be posted to the Internet under the Faculty Staff Policy Manual link, Appendix II.

III. New Business

1. Professional Development Committee Minutes for the February 2, 2009, November 16, 2010, and February 2, 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. Faculty Senate minutes for the October 26, 2010 and January 25, 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.)

Laura Bliley stated that Faculty Senate discussed moving the graduation time from 8:00 p.m. to 7:00 p.m. After discussion, Wesley Beddard made the motion to move the graduation time from 8:00 p.m. to 7:00 p.m. Clay Carter seconded the motion. The motion passed with an all ayes vote. The new graduation hours will go into effect May 13, 2011. Phillip Price noted that he has discussed the possible issue of campus police not having enough time to lock all campus buildings and cover graduation at the same time. Maintenance has agreed to lock the campus buildings on May 13, 2011. Mrs. Ange reported that moving the time up will not affect Student Services.

Laura Bliley noted that all members of the Faculty Senate wish to maintain a scheduled exam week on future calendars. Wesley Beddard stated that if we have a scheduled exam week, one concern is the percent of faculty that are not giving a final exam. He stated that one way to track the data is by having all final exams submitted to him for the spring to see who is giving finals and who is not. Mr. Beddard added that this is an auditable issue. Ms. Ange reported that 20+ attendance rosters were returned because not enough hours were recorded for the semester (lack of exam time recorded). Dr. McLawhorn expressed concern that even though an exam is not being given it is still a scheduled workday. Mr. Beddard stated that he will get clarification out to all faculty that the final exam needs to be recorded on their attendance roster.

Laura Bliley distributed a draft of the Faculty Senate Bylaws for review. She asked members of Administrative Council to review and give her feedback. Revised bylaws will be brought back to the next Administrative Council meeting and then to the June Board of Trustee meeting. The revised Faculty Senate Bylaws will be inserted into the 2011-2012 Faculty Staff Manual.

3. Marketing Committee minutes for the September 28, 2010 and November 10, 2010 meetings had been distributed electronically prior to the meeting for information only. (See minutes on the Internet under the appropriate Committees and Minutes link.)
4. Beaufort County Community College Foundation minutes for the April 29, 2010 meeting had been distributed electronically prior to the meeting for information only.
5. Admissions Committee minutes for the November 17, 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.)

The College's Allied Health Division recommended a change to the Curriculum Plan Advanced Placement regarding the admission of students to the LPN to RN Advanced Standing Program. The recommendation would extend the verification of 12 months employment as a LPN functioning in a role requiring practical nursing skills from within the "last year" to "the last two years".

Wesley Beddard made the motion to extend the verification of 12 months employment as a LPN functioning in a role requiring practical nursing skills from within the "last year" to the "the last two years." Phillip Price seconded the motion. The motion passed with an all ayes vote.

6. Evaluation System Committee minutes for the January 19, 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.)

IV. Progress Reports - Updates

Dorie Richter

- Planning Updates
 - Mid-year progress reports for the Board of Trustees were completed and distributed (also posted to the web-site)
 - Mid-year progress reports for the planning process are almost complete
- Evaluation Updates
 - Employer Satisfaction and Non-returning Student Surveys are complete and results are posted on the web
 - Graduate Follow-up Survey is almost complete
 - Upcoming surveys for the end of February/March
 - Evaluation of College Services
 - Faculty and Staff
 - Current Student
 - Community Satisfaction Survey - will be put on the Internet this year - "Zoomerang"
 - Several reports have been submitted since December
 - SACS Institutional Profile
 - Data for the Performance Standards for student and employer satisfaction
 - Distributed Grant Activity Report

Dixon Boyles - no report from SACS

Crystal Ange

- Admissions Update
 - Currently holding recruiting fairs at all the high schools in BCCC's service area
 - Gary Burbage has already completed Northside, Southside, and Columbia High Schools
 - Harold Smith and Megan are attending a workshop this week on loans
 - Camille Richardson is verifying graduation applications - she is doing an awesome job
 - Student Support Services has taken a group of students to Edgecombe County for a leadership forum
 - Bishop Jones attended and spoke to our Male Mentoring Group and did an outstanding job
 - SGA elections are coming up soon
 - Currently working with ECU for our students that are seeking to transfer to ECU

Laura Bliley -

- Faculty Senate Social is scheduled April 5

- A Faculty Senate Newsletter will be distributed only to paid members of Faculty Senate

Judy Jennette

- Updated Scholarships are posted on the Foundation and Financial Aid web-pages
- The Foundation Office is now seeking ambassador candidates - deadline is March 11, 2011
- Campus Campaign will get underway in late March
- Croquet Tournament is scheduled for May 14
- Kelly Renee Lozano is BCCC's Academic Excellence Award winner for 2011
- Seeking people to interview on WTOW Radio Station
- We have received a record number of potential male nursing applicants for this year

Jo Linda Cooper

- The Staff Association did really well with the canned food drive and the raffle retreat
- The time has been extended for employees to have their picture taken for the directory - See Tricia Woolard

Wesley Beddard

- Summer term schedules are almost complete
 - Will be having college transfer self supporting classes
 - Several benefits - will have a lot more offerings
 - The tuition for self-supporting will be double the regular tuition
 - Hope to attract students graduating from high school
- Hyde County Early College High School and Mattamuskeet High School are merging next year. They are going to a total conversion. The name will be Mattamuskeet Early College High School. Lisa Hill and Wesley are working on the schedules. There will be 102 additional Early College High School students at Mattamuskeet High School next fall. BCCC will be offering classes from freshmen all the way up to fourth year for those students. Once this is in place work will begin on Beaufort County Early College High School.
- Continue to work on and update articulation agreements - working on a new one with Tyrrell County Schools.

Phillip Price

- The governor released her proposed budget last week. This past year BCCC's budget was \$12.3 million; the projected cut (low estimate) is about \$820,000. When you add in a decrease in Curriculum and Continuing Education FTE it brings the total to a \$950,000 cut. This calculates to about a 6.7% cut.
- Building 8 roofing project should be completed this week
- Bid opening for the new Allied Health and Nursing building is set for March 1
- Recently purchased software for the new bookstore that will link the bookstore's point-of-sale to interact with Datatel. This will speed up the processes in the financial aid office and the business office.
- Brenda Rogers has been hired as the coordinator of computer support services.

David McLawhorn

- The Winter Presidents meeting hosted by BCCC was a huge success
 - Special thanks to everyone involved
- The state House and Senate are considering bills that would allow community colleges to opt out of the federal student loan programs.
 - Community Colleges cannot require credit checks for student loans
- There are a lot of concerns with the governor's budget
 - Retirement incentive - details are vague at the present time
- Dr. McLawhorn discussed the possibility of having paperless Administrative Council meetings - everyone was in agreement
- Open House for ECHS was a big success - over 163 attended
- Campus-wide Committee meeting scheduled for March 21

The next regular meeting date will be March 23.

The meeting adjourned at 4:50 p.m.

David McLawhorn, Chair