

# ADMINISTRATIVE COUNCIL MEETING MINUTES

July 28, 2010

Wednesday, 3:00 p.m.

## MEMBERS PRESENT

David McLawhorn  
Phillip Price  
Crystal Ange  
Chet Jarman  
Wesley Beddard  
Judy Jennette  
Dorie Richter  
Jo Linda Cooper

## MEMBERS ABSENT

SGA Representative  
Clay Carter  
Dixon Boyles  
Laura Bliley

## OTHER STAFF PRESENT

None

The Administrative Council met at 3:00 p.m. on Wednesday, July 28, 2010 in the Conference Room of Bldg. 1. Dr. McLawhorn called the meeting to order and welcomed Jo Linda Cooper, President of the Staff Association and reported that Laura Bliley will continue as President of the Faculty Senate. He then addressed the agenda items as follows:

### **I. Approval of Administrative Council May 11, 2010 Minutes**

The May 11, 2010 minutes were distributed to all Administrative Council members prior to the meeting. Dr. McLawhorn called for corrections or a motion to approve. Crystal Ange made a motion to approve the minutes with editorial changes. Judy Jennette seconded the motion. The motion was approved with an all ayes vote. (See minutes on the Internet under the appropriate Committees and Minutes link.)

### **II. Approval of Administrative Council June 28, 2010 Minutes**

The June 28, 2010 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 with editorial changes. Judy Jennette seconded the motion. The motion was approved with an all ayes vote. (See minutes on the Internet under the appropriate Committees and Minutes link.)

### **III. Old Business - None**

1. Planning Council Minutes for the June 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.)
2. Approval of the 2010-2015 Institutional Effectiveness Plan - the plan had been distributed electronically prior to the meeting for review. Dr. McLawhorn called for discussion or a motion to approve. Phillip Price made a motion to approve the 2010-2015 Institutional Effectiveness Plan as presented. Chet Jarman seconded the motion. The motion was approved with an all ayes vote.
3. Approve student policy for religious observances - Crystal Ange referred to House Bill 357 and noted that the General Assembly said community colleges must have a policy in place by September 2010. A proposed policy for religious observances had been distributed electronically prior to the meeting for review and recommendations. Dr. McLawhorn stated that community colleges were encouraged to make very minimum changes to the proposal. After discussion, Chet Jarman made the motion to approve the student policy for religious observances pending approval and signature by the Governor. Admin Council will look at the adopted policy for one year to see if any

changes need to be made, if so, the recommended changes will come back to Admin Council for approval. Phillip Price seconded the motion. The motion passed with a majority vote. Wesley Beddard abstained from voting. The policy will go before the Board of Trustees for final approval at their August 3 meeting.

*Proposed policy to be presented at the August Board of Trustee meeting for approval:  
Beaufort County Community College shall authorize a minimum of two excused absences each academic year for religious observances required by the faith of a student. BCCC requires that the student provide written notice of the request for an excused absence a minimum of one week prior to the religious observance absence. The student shall work with the instructor and be given the opportunity to make up any tests or other work missed due to an excused absence for a religious observance.*

*Authority G.S. 115D-5;  
Temporary adoption eff. September 28, 2010 (proposed)*

4. Smoke Free/Tobacco Free Policy Enforcement Guidelines - Mrs. Ange stated that the policy becomes effective August 1, 2010. She directed attention to a draft rubric developed by Chief Swindell for enforcing the policy. The policy enforcement guidelines addressed employees, students, and visitors. After reviewing the document presented, Phillip Price stated that he will meet with Chief Swindell and refine the document. Once refined, the document will come back to Admin Council for review. Mrs. Ange clarified that she would only be responsible for violations by students and employees in her area. Staff and faculty violations will be taken to their immediate supervisor. Jo Linda Cooper asked if smoking in personal cars would be allowed. Dr. McLawhorn stated that he had informed the Board of Trustees that if a person wants to smoke in their private vehicle in the parking lot that is something he does not want to try and enforce. Dr. McLawhorn stated that it is the responsibility of supervisors to make sure their employees are doing their jobs and not abusing the policy by sitting in a car smoking all day. Citations will be issued if cigarettes are thrown on the ground. McLawhorn stated that our board is adamant about enforcing this policy.

#### **IV. Progress Reports**

Dorie Richter

- CD's of the 2010-2015 Institutional Effectiveness Plan have been made for the Board of Trustees
- Working on the end-on-the-year report
- Evaluations Update
  - Completed Graduating Students Survey - results posted on web-site
- Distributed official information on Performance Standards
- Distributed copies of the August Grant Activity Report
- Working with Planning Association for their conference in October - will be meeting in Greensboro

Crystal Ange

- Served on a committee for the Robert Scott Leadership Award on July 27
  - Chris Jones represented BCCC and did a great job
- Meeting on Thursday with the Scholarship Committee -
  - Judy Jennette has received 97 applications
  - Judy Jennette and Marcia Norwood have done an outstanding job putting the information together
- August 16 - Late Registration
- August 17 - First day of classes

- Special Populations position is open this week - plan to start reviewing applications on Monday
- Met with Phillip Price last Thursday about a Financial Aid position
  - Will know more once we receive the budget
- Very few high school students are registered for classes because everything is full
  - Appreciate Wesley Beddard and the Division Chairs trying to see which sections we can open up

#### Judy Jennette

- Working to get Avatar project underway
  - Video is ready to go
  - The script has been approved
  - Have to decide which Avatar to use (Senior Staff - please vote for your favorite, if you have not done so)
- Chamber of Commerce has updated the business block on cable - testimonials from the Avatar video were used
  - Will begin running in August - looks really nice
- Marketing Committee voted to try and create more of a presence in Plymouth
  - Found a billboard close to the hospital and high school
  - We featured one of BCCC's students from Plymouth that graduated from the Early Childhood Program and opened her own day care
  - Production should be ready by August 9
- Scholarship Committee meets tomorrow - thanked Phillip Price and Brian Jones for putting the data together
  - 97 applicants are up for 50 scholarships
  - All scholarships are at least \$250
- Golf Tournament continues to make headway
  - Sent out official notification
  - Brochures should be ready next week
- Alumni Association - kick off meeting is set for October 24 at the Estuarium

#### Jo Linda Cooper

- The Staff Association has not held its first official meeting
  - ⇒ Officers have met and discussed a few items
    - Working on recruiting and filling committee positions
    - Staff Association would like to work on a faculty/staff directory with pictures of employees
      - ↗ The directory will only be accessible on campus (picture, name and title)
      - ↗ To save on cost - this may be an email version
  - ⇒ Staff Association voiced a concern over not having staff representation on some campus committees (Evaluation Systems, Health & Safety, Information Technology, Marketing/Public Relations, and Mission Review). It was noted that several staff members serve on the committees listed above; however, they are not directly appointed by the Staff Association. Dr. McLawhorn asked Dorie Richter to meet with Jo Linda Cooper to review the committee structure and bring a recommendation to the next Admin Council meeting.

#### Wesley Beddard

- All full-time faculty have been hired for the fall
- Division Chairs and lead instructions have been very busy

- Added 15 new classes since registration for classes that were full - a lot of the classes are English and developmental
- Have 140 sections - regular scheduled classes are already full/after caps were raised
- Art, biology, computer and English are completely full
- New Hires are:
  - Dana Sauls replaces Emily Albera
  - Michele Elks replaces Kay Woolard
  - Michelle Lieberman replaces Jim Matson
  - Christie Stowe replaces Cindy Winstead
  - Kyle Bolen new Health & PE instructor
  - Jonathan Elmore new Writing Instructor
  - Thomyka Holloman replaces Denise Jefferson
- Wesley Beddard informed the group that he is currently the acting Division Chair for Industrial Technology
- Shared handout on Distance Education Trends and Emerging Issues - continue to trend upward
  - Trying to find ways to compare BCCC with SREB and UNC
- Good news - there was a lot of talk about the State moving to Moodle for on-line learning. The State has backed off and is going to support Moodle and Blackboard.
- The State is working on instruction certificate on-line
- Mr. Mendoza is picking up all of Lorie McNeill's classes
  - Angie and Danny Roberson are helping pick up Mr. Mendoza's psychology classes

#### Chet Jarman

- Working to fill Basic Skills position
- Attended Eastern Deans meeting at Nash Community College received a lot of good information
- When looking at the inventory there is a geriatric dummy missing
- Working on new committee assignments
- Working on end-of-the-year report
- Had 100% pass rate in the Real Estate class (only 26 of 58 community colleges offer this)
- Lauren Spruill filling in while Lentz Stowe is out and doing a great job
- Will attend a meeting in Plymouth tomorrow

#### Phillip Price

- Working on a lot of projects around campus
  - Campus Police Office is relocating to the lower level of building 5
  - Student Support Services offices is relocating to building 9
  - Drafting Lab in building 4 is becoming a general purpose classroom
  - Early Childhood Lab in building 11 is becoming a general purpose classroom
  - A classroom in building 11 is becoming the college's writing center
  - Started installing video surveillance system
  - Computer support services has been deploying lab computers in building 1 - have purchased new computers for several outdated labs around campus

- The Business Office has been closing out the budget of last fiscal year and now in the process of preparing financial statements that are due August 27
- Will travel to Raleigh on August 5<sup>th</sup> to pick up the current year state budget
- State Budget Update - have some preliminary ideas
  - Fully funded our enrollment growth - part of the way the State funded this was done through tuition increases to our students
    - Tuition increase of \$6.50 per credit hour for residents
    - Tuition increase of \$7.20 per credit hour for out-of-state
  - Prison Education
    - Partial funding restored - loss of some faculty members who were teaching at the prison
    - Reduced from (4) programs to (2) programs - Horticulture Technology and Electrical Technology
  - High School Programs - changed Learn and Earn requirements students could only take stem classes (does not affect BCCC)
  - Possibly doing away with tuition waivers for next year
  - Salary's are frozen for state funded positions - except in limited instances (we have not received the official language)
    - Faculty
    - Change in job duties
- Progress is being made on the new Allied Health and Nursing Building
  - Working with Almeta Woolard on additional grants for the new building

David McLawhorn

- Faculty Staff Fall Kick-off Tuesday, August 24 at noon in the Multi-Purpose Room
- Early College High School Update
  - July 27 - New student orientation - 62 new students
  - July 29 - Parent orientation 6:00 p.m. - 7:30 p.m.
  - The only high school in the county to make AYP
- Board of Trustee meeting August 3
  - Dr. Scott Ralls, President NCCCS will discuss the presidential search process
- On Thursday, going to Raleigh with Phillip Price to pick up budget information
- August 5, first day of class for Early College High School students
- The General Assembly is trying to slow our growth - taking away waivers
- Basic Skills - everyone remains in place
  - Two instructors at Hyde and one at Tyrrell
- Discussion about moving away from GroupWise and moving to Microsoft Exchange
- Shared email from Randolph Community College regarding their SACS visit

The next meeting is scheduled for **Wednesday, August 25 at 2:00 p.m.**

The meeting adjourned at 5:05 p.m.

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David McLawhorn, Chair