

ADMINISTRATIVE COUNCIL MEETING MINUTES

June 2, 2010

Wednesday, 3:00 p.m.

MEMBERS PRESENT

David McLawhorn
Phillip Price
Dorie Richter
Clay Carter
Laura Bliley
Judy Jennette
Dixon Boyles
Sherry Stotesberry

MEMBERS ABSENT

SGA Representative
Crystal Ange

OTHER STAFF PRESENT

Carolyn Lee

The Administrative Council met at 3:00 p.m. on Wednesday, June 2, 2010 in the Conference Room of Bldg. 1. Dr. McLawhorn called the meeting to order and addressed the agenda items as follows:

I. Old Business

1. Approval of the recommended revisions to the Allied Health Admission Policy - Mrs. Bliley and Ms. Lee presented the changes made to the Allied Health Admission Policy from the May 5, 2010. After review and discussion, additional changes were made to the policy. Mrs. Bliley stated that she will edit the policy with the recommended revisions and meet with Wesley Beddard to review the policy before bringing it back for approval at the next meeting. Once reviewed by Mr. Beddard, Mrs. Bliley will email the corrected policy to Dixon Boyles and Jennie Singleton for a final proof before presenting at the next Admin Council meeting.

III. New Business

2. Faculty Staff Meeting - Dr. McLawhorn discussed possible meeting dates for the Fall Faculty Staff Kick-Off Meeting. The date is set for Tuesday, August 24 at noon in the Multi-Purpose room of Building 10. The ACA class that is scheduled to meet in the Multi-Purpose room will be moved to another room for this day only. Mr. Beddard and Mr. Dixon did not see a problem with moving the class for one day.

IV. Progress Reports

Dorie Richter

- ⇒ The results are out for the Information Technology Needs Assessment - shared a draft of the Administrative summary
- ⇒ Working on the Graduating Student Survey
 - Did a mail out to the students that were not present at graduation rehearsal
- ⇒ Completed the End-of-Year Summary - distributed to the Board of Trustees at the June 1 meeting
- ⇒ Have begun to meet with Division Chairs to work on the examples in the end-of-the-year report for student learning outcomes
 - Have one example per program Dorie will touch base with Division Chairs
- ⇒ End-of-the-Year Reports - Will not worry about them right now until after the Planning Council meeting. Dorie is working on the section for Assessment.
- ⇒ Distributed June 2010 Grant Activity Report - on web site and distributed in the board packet

Dixon Boyles

- ⇒ Meeting with Penny Sermons and she is asking Division Chairs to try to and figure out what programs BCCC offers completely on-line - to see if we need to file any change documentation with SACS. May just have to file an informational letter.

Wesley Beddard

- ⇒ Interviewing faculty positions - going well

Chet Jarman

- ⇒ Nikki Klapp's last day is tomorrow - have met with Pam Cummings to get the position posted.
- ⇒ Working on the 2011 Budget Request
- ⇒ Lentz Stowe is working with Dr. Denny on Weatherization
- ⇒ Preliminary Spring FTE is 172 - last Spring it was 189

Phillip Price

- ⇒ Shared information from the NC House relating to prison inmates
 - Proposal to eliminate the waiver for high school students (exception for Early College and Middle College High School)
- ⇒ Network Services - ordered new Blackboard server
- ⇒ Looking at Bandwidth upgrade for this summer

Dr. McLawhorn

- ⇒ Joint Board meeting with Beaufort County Schools on June 1
 - Had two Early College High School students speak at the meeting
 - Good dialogue between both groups
 - Approved new Foundation members
 - Three reappointments to trustees
 - Announced to Board of Trustees intent to retire July 1, 2011

The next meeting is scheduled for **Monday, June 28, 2010 at 3:00 p.m.**

The meeting adjourned at 5:06 p.m.

David McLawhorn, Chair