

ADMINISTRATIVE COUNCIL MEETING MINUTES

March 29, 2010

Monday, 3:00 p.m.

MEMBERS PRESENT

David McLawhorn
Phillip Price
Crystal Ange
Chet Jarman
Dorie Richter
Wesley Beddard
Clay Carter
Laura Bliley
Judy Jennette
Dixon Boyles
Sherry Stotesberry

MEMBERS ABSENT

SGA Representative

OTHER STAFF PRESENT

None

The Administrative Council met at 3:00 p.m. on Monday, March 29, 2010 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 January 27, 2010 Minutes

The January 27, 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 a second from Crystal Ange. The motion was approved with an all ayes vote. (See minutes on the Internet under the appropriate Committees and Minutes link.)

II. Old Business

Dropout Policy – Ms. Bliley reported that Faculty Senate did not end up with a recommendation for a change in the policy for dropping students. At this point, it was decided by Faculty Senate that Jay Sullivan and Laura Gipson will be gathering background information from Wesley Beddard and Rhunell Boyd. Faculty Senate will also begin reviewing their by-laws and constitution. An ad hoc committee was appointed to review and revise the constitution and by-laws.

III. New Business - Item 2 on the agenda will be moved after Progress Reports

1. Faculty Senate Meeting Minutes for the January 26, 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. Marketing Committee Minutes for the November 18, 2009 and January 19, 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.)
3. Information Technology Committee Minutes for the December 1, 2009 meeting had been distributed electronically prior to the meeting for information only. (See minutes on the Internet under the appropriate Committees and Minutes link.)

4. Foundation Meeting Minutes for the September 30, 2009 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. Curriculum Committee Minutes for the February 2, 2010 meeting had been distributed electronically prior to the meeting. Wesley Beddard made the motion to accept the February 2, 2010 Curriculum Committee minutes as presented. Clay Carter seconded the motion. The motion passed with an all ayes acceptance.

Wesley Beddard reviewed the items addressed from the February 2, 2010 Curriculum Minutes by Division: Arts and Sciences; Business; Allied Health; and Industrial Technology. Due to the length of the list, rather than read each item, he asked if anyone had any questions on any of the items presented. Wesley Beddard made the motion to accept the Curriculum Committee recommendations with a second from Clay Carter. (See minutes on the Internet under the appropriate Committees and Minutes link). The Council voted acceptance of the recommendations - changes listed below:

To add a prerequisite of "Admission to the Practical Nursing Program" to NUR 101-Practical Nursing I effective Fall 2010.

To remove from catalog for archive purposes; NUR 110, NUR 120, NUR 130, NUR 210, NUR 220, and NUR 255 effective Fall 2010.

To add NUR 214-Nursing Transition Concepts to the catalog effective Fall 2010.

To include "or NUR 214" in the prerequisite for NUR 113 and NUR 212 effective Fall 2010. Should read – Prerequisites: PSY 241 and (NUR 111 and NUR 211 or NUR 214)

To add COS 223-Contemp Hair Coloring to the catalog effective Summer 2010. (Note: This will not become part of the diploma program, but will be offered as an elective allowing students to gain additional hours or performance if needed.)

To add RED 70-Essential Reading Skills as a prerequisite for COS 111 and COS 112 effective Fall 2010.

To make the history requirement for the Human Services Technology degree a free HIS elective and no longer just require HIS 221-African-American History effective Fall 2010. (Note: List of all HIS courses to be included under Human Services Technology degree).

To use state standard descriptions in our catalog for the Associate in General Education and General Occupational Technology degrees effective Fall 2010.

To accept the proposed changes to the Early Childhood Associate program (A55220) effective Fall 2010 as listed:

- 1) *Name change – Early Childhood Associate changes to Early Childhood Education.*
- 2) *Description Change.*
- 3) *Other Major Hours Electives (select one)⁵ changes to Other Major Hours Electives (select a minimum of 3 semester hours credit)⁵*
- 4) *Add EDU 184 to Other Major Electives list.*

To accept the Early Childhood Diploma (D55220) as presented after striking EDU 151A-Creative Activities from the proposed list of courses effective Fall 2010.

To adopt the new curriculum description for Early Childhood Education (A55220) effective Fall 2010.

The Early Childhood Associate /Teacher Associate (A5522B) has been archived and replaced with School-Age Education (A55440).

To remove from the following EDU courses from the current catalog effective Fall 2010:

EDU 118-Teach Assoc Princ. & Prac.

EDU 151A-Creative Activities

EDU 186-Reading & Writing Methods

EDU 252A-Math & Science Activities Lab

EDU 280A-Language & Literacy Exp Lab.

To add the following courses to the catalog effective Fall 2010:

EDU 163-Classroom Mgt. & Instruction

EDU 184-Early Childhood Intro Practicum

EDU 256-Instructional Strat/Social Studies

EDU 257-Instructional Strat/Math

EDU 258-Instructional Strat/Science

EDU 281-Instructional Strat/Reading & Writing

EDU 282-Early Childhood Literature

EDU 289-Advance Issues/School Age Populations

EDU 284-Early Child Capstone Practicum

EDU 118-Principles & Practices of Instructional Assistant (new title)

To adopt new class, lab, and credit hour revisions for EDU 216-Foundation of Education, EDU 235-School Age Dev. & Prog., and EDU 285-Internship Exp-School Age effective Fall 2010.

All EDU prefix courses in our catalog (prerequisites, corequisites, descriptions, and titles) are to match the state's Combined Course Library effective Fall 2010.

The School Age Education (A55440) Graduate Requirements be approved with listed changes effective Fall 2010:

- 1) EDU Electives (select three)⁴ changes to EDU Electives (select a minimum of 9 semester hours credit)⁴*
- 2) Total hours should be 73 *(75)*

The proposed Early Childhood Certificate (C55220) noting under description that Early Childhood Associate has now changed to Early Childhood Education effective Fall 2010.

The Infant and Toddler Certificate (C55220B) as proposed effective Fall 2010.

The School Age Certificate (C55220C) as proposed effective Fall 2010.

The Special Education Certificate (C55220A) as proposed effective Fall 2010.

To accept the Early Childhood Administration Certificate (C55220D) as proposed with the deletion of "except EDU 262" in the last paragraph of the description, effective Fall 2010.

To remove the Lateral Entry Certificate (C55430) from the college catalog.

*Registration for all online mathematics courses will be handled through full-time math instructors. The motion went to the floor and **was denied**. It was determined by the*

committee that this was a registration issue and therefore should be presented to the Registration Work Group.

Chairman Beddard initiated discussion pertaining to transcript evaluations and how far out (5, 10, 15, 20 years) a transcript can be accepted for evaluation by the college. This issue will need to be addressed at a future date.

6. Curriculum Committee Minutes for the March 9, 2010 meeting had been distributed electronically prior to the meeting. Wesley Beddard made the motion to accept the March 9, 2010 Curriculum Committee minutes as presented, Sherry Stotesberry seconded the motion. The motion passed with an all ayes acceptance. (See minutes on the Internet under the appropriate Committees and Minutes link).

Wesley Beddard reviewed the items addressed from the March 9, 2010 Curriculum Minutes by Division.

To add the prerequisite **Admission in the BCCC Practical Nursing Program** to NUR 101, NUR 102, and NUR 103 effective Summer 2010.

To add the prerequisite **Admission in the BCCC Associate Degree Nursing Program** to NUR 111, NUR 112, NUR 113, NUR 114, NUR 117, NUR 211, NUR 212, and NUR 213 effective Summer 2010.

7. Curriculum Committee Minutes for the March 24, 2010 meeting had been distributed electronically prior to the meeting. Wesley Beddard made the motion to accept the March 9, 2010 Curriculum Committee minutes as presented, Judy Jennette seconded the motion. The motion passed with an all ayes acceptance.

To remove PSY 110 as prerequisite for NUR 103 effective Fall 2010.

Wesley Beddard noted that Bebe Major will forward all curriculum changes/updates to Terri Bergevin to update the BCCC catalog. The above changes will go into next year's catalog.

IV. Progress Reports

Crystal Ange:

- Spring Fling is scheduled for Tuesday, March 30
- On March 24th we had 82 students who fully withdrew and 829 classes dropped
 - Dr. McLawhorn asked if a spreadsheet could be put together to gather this data
 - Mrs. Ange noted that a spreadsheet has been developed but she is in the process of working out an issue with the Datatel transfer. Mr. Price stated that Brian Jones would be able to provide assistance with the Datatel transfer.
 - Mr. Beddard stated that it will take a couple of years to get a true pattern.

Laura Bliley –

- Will bring nursing revised policies to Admin Council on April 28
 - Revisions for SIP - for figuring out progression/graduation policies getting ready for NLN
 - Revisions will be sent to Gregg Allinson for review
 - Revisions will be emailed to Jennie Singleton for Admin Council meeting.

Dixon Boyles

- Will review QEP this summer
- Hope to start the Writing Center this fall

Dorie Richter

- Employer Satisfaction and Non-returning Students surveys have been completed and distributed
- Graduate Follow-up Survey is complete - results will go out tomorrow
- Faculty Staff On-line Surveys are complete - working on getting results into an Excel spreadsheet
- Current Student Evaluation of College Services surveys are out
- Verifying Performance Standards - gathering information about EMT
 - Shared copies of the Performance Standards to date

Judy Jennette

- Amanda Rose is the Academic Excellence Awards winner for BCCC
 - Will attend event in Raleigh on April 14
- Ambassadors interviews will be videotaped tomorrow - 14 applicants
- Working with Channel 7 to get commercials ready

Sherry Stotesberry

- No report from Staff Association
- Staff Association scheduled to meet the end of April

Wesley Beddard

- BLET Graduation scheduled for Thursday evening - April 1

Clay Carter

- Begin work on the Rose Garden tomorrow
- Career Readiness Training is now in Plymouth High School
 - They bought the program
 - We will do the testing
- Working with a group in Tyrrell County to serve dislocated workers
- Working on an ESL class in Hyde County

Chet Jarman

- The estimated Spring FTE Report has been submitted
- Working with Pam Cummings and Emily Woolard to get new-hire procedures in line with curriculum
- Verifying performance standards for real estate

Phillip Price

- Working on county budget request for next year
 - Will present the county budget request to the board at the April 6 Board of Trustee meeting
 - Will be requesting a 1.4% increase in our county budget (roughly \$30,000)
 - Big project for next year is re-roofing building 8 and a portion of building 2
- Shared information from the System Office
 - Update on the state budget and economic outlook for the next fiscal year
 - Revenue collections are currently \$45 million below the projected target - the main reason is because the Department of Revenue has collected more money than expected through its resolution payment initiative.

- Without the collections, the state would have a current shortfall of \$320 million.
- Income tax withholding collections are below projections
- Sales tax collections are below projections
- Most likely, the revenue projections from the state for the next fiscal year that the General Assembly will use in doing a budget will be lower. Then they will be dealing with making some reductions.
- The Governor asked different agencies to submit plans of how budgets can be reduced by 3%, 5%, and 7%. The Community College System Office handled this request. The System Office informed the Governor's office that community colleges would not be able to handle a 7% reduction.

David McLawhorn

- The application process for Early College High School went well
 - 113+ applications received for the next school year - 60 slots available
 - Will begin the interview process soon
 - ECHS is looking at the possibility for third year students being exempt from the Beaufort County Schools Dress Code
- Received notification from the Washington Montessori Charter School that they will not be utilizing the classroom in Building 11
 - We are waiting on the final word from their Board
- Attended a meeting on Tuesday at Flanders Filters with Lentz Stowe and Ted Clayton - discussion of training needs and took a tour of the plant
- Board of Trustee Committee Meetings
 - Personnel Committee Meeting - Tuesday, March 30 at 5:00 p.m. in the Board Room of Bldg. 10
 - Curriculum Committee Meeting - Tuesday, March 30 at 6:00 p.m. in the Board Room of Bldg. 10
 - Executive Committee Meeting - Tuesday, April 6 at 5:30 p.m. in the Board Room of Bldg. 10
 - Board of Trustee Meeting - Tuesday, April 6 at 6:30 p.m. in the Board Room of Bldg. 10
 - Joint meeting with County Commissioners - April 12 at 9:00 a.m. in the Board Room of Bldg. 10
- Plan to attend the Law Seminar next week in Raleigh
- Plan to attend the Academic Excellence Awards Ceremony in Raleigh - April 14
- Plan to attend the Spring Presidents meeting at Alamance Community College April 21-23

The next meeting is scheduled for **Monday, May 26 at 3:00 p.m.**

The meeting adjourned at 4:25 p.m.

David McLawhorn, Chair