

ADMINISTRATIVE COUNCIL MEETING MINUTES

May 11, 2010

Tuesday, 2:00 p.m.

MEMBERS PRESENT

David McLawhorn
Crystal Ange
Laura Bliley
Dixon Boyles
Clay Carter
Chet Jarman
Dorie Richter
Sherry Stotesberry

MEMBERS ABSENT

SGA Representative
Wesley Beddard
Phillip Price
Judy Jennette

OTHER STAFF PRESENT

Mandy Jones

The Administrative Council reconvened at 2:00 p.m. on Tuesday, May 11, 2010 in the Conference Room of Bldg. 1. Dr. McLawhorn stated that this meeting is a continuation of the meeting held on May 5, 2010. He called the meeting to order and addressed the agenda items as follows:

I. Old Business

Approval of the recommended revisions to the Admissions for Health Programs for the 2010-2011 Catalog - E. - Additional Requirements for Allied Health Programs. Mandy Jones presented the recommended changes that were made by Administrative Council on May 5. After review and discussion the following corrections were made to numbers 2, 3 and 4:

- 2) *Have completed a high school chemistry course or a college equivalent with a grade of C or better. The Associate Degree Nursing Program requires this chemistry to be completed within the past eight years. There is no **chemistry** time limit for applicants with a Bachelors degree or an AAS degree in an *approved* healthcare field. There is no **chemistry** time limit for applicants to the Medical Laboratory Technology Program.
- 3) Have high school **transcript** or official GED sent to BCCC (college transcripts, if applicable).
- 4) **A minimum GPA of 2.0 is required in specific allied health program curriculum courses from all colleges. In addition, a minimum GPA of 2.0 is required in specific allied health curriculum courses completed at BCCC.**

Chet Jarman inquired about the possibility of bonus points for the Nursing Assistants Program. Laura Bliley stated that this could be discussed in the fall. Mr. Jarman commented that he would like for Aino Jackson and Cindy Stringer to be included in the conversation.

Crystal Ange made a motion to adopt the Admissions for Health Programs for 2010-2011 Catalog (E. Additional Requirements for Allied Health Programs) as presented, with the above revisions. Clay Carter seconded the motion. The motion passed with an all ayes vote.

Laura Bliley will email the policies for the Nursing Programs to Admin Council for review. The Administrative Council is asked to review the document and return all suggestions and corrections to Laura Bliley by **Thursday, May 20**. Mrs. Bliley will make the

corrections and email the revised document to Admin Council members. Mrs. Bliley will present the revised policy at the next Administrative Council meeting on May 26.

II. New Business

1. Listening Tour - PCC

Dr. McLawhorn stated that the System Office has scheduled a Success NC Listening Tour on Monday, May 24, 2010. The meeting will take place at Pitt Community College. A team from the System Office will meet with groups from Beaufort, Pitt and Martin Community Colleges. The purpose of the tour is for community colleges to share their best practices and look at the challenges we face. Dr. McLawhorn plans to have his senior staff, Lisa Hill and a couple of trustees attend the meeting. Senior Staff will meet next Monday to discuss the format of the presentation. Ms. Ange shared that Dr. Don Spell from Pitt Community College called and asked how we plan to put together our information. Mrs. Ange explained that most likely Dr. McLawhorn's Senior Staff would get together and make the decision. Dr. Spell stated that Pitt and Martin will have all of their best practices listed on a handout and a separate handout with the challenges they face. Then their president would talk about the best practices/challenges and reference members of their group as needed. Their best practices and challenges will be broken down *i.e. best practices of instruction/...business*. Dr. McLawhorn asked Dixon to be thinking of his area for suggestions.

III. Progress Reports -

Dorie Richter

- Surveys
 - The Faculty/Staff Evaluation of College Services has been completed, distributed, and posted on the website.
 - The Current Student Evaluation of College Services has been completed, distributed, and posted on the website.
 - Plan to attend graduation rehearsal on Thursday evening to distribute the Graduating Student Survey - on the other side of the survey is the Student Services Graduate Exit Interview. Will also distribute a postcard asking about interest in the Alumni Association.
- Working on End of the Year Reports
 - Board of Trustees
 - Units and sub-units
- Distributed the Grant Activity Report.
- Planning Council meeting is scheduled for June 14 at 12:30 p.m.
- Distributed handout on Performance Standards
 - Are still being verified - met 7 out of 8 performance measures
 - System averages are not included - they will be included when the report comes out in June

Dixon Boyles

- Hoping to start advertising real soon for a Writing Center Director/English Instructor.

Laura Bliley

- In the fall, will start working on revisions to the Faculty Senate By-laws and Constitution.

Sherry Stotesberry

- The Staff Association met on Tuesday, April 27.
 - Sent out email to staff for the Spirit IQ Award
 - The Staff Person of the Year will be announced at a different time this year
 - Informed group of the Tobacco Free Policy that will take effect August 1, 2010

Clay Carter

- Continue to work with Domtar and others that were laid off in 2009
- Domtar was approved for TAA benefits - benefits are retroactive to the last lay off
 - Will be in meetings all day tomorrow to explain benefits
- Picked up the load of cotton gin dirt for the rose garden
 - Plan to begin planting the first of June
 - Have approval for the art pieces

Chet Jarman

- JobsNow Program - received the report from the System Office today
 - 57 community colleges are participating
 - BCCC is on track with spending our money
- CRC (Career Readiness Certificate) - is beginning to take off
 - Potash Company wants to offer the CRC to their current employees and any new hires
 - Mega Force - has about 500 people they would like to offer the CRC

Crystal Ange

- Beginning to work on the 2010-2011 catalog
 - Please make sure all changes are in the catalog
 - There has been a lot of curricular changes
 - Nursing changes should already be online - go online and verify
 - Have asked Wesley to make sure Bebe Major goes thru all the Admissions, Curriculum, and Admin Council minutes to make sure all the changes are in place
 - Once Terri Bergevin gets Mrs. Ange a prototype, she will forward
- Working with Tricia Woolard on an online orientation
 - Will begin to video folks after graduation
 - Will be able to go online and get a snap shot of our different areas
 - Will check to make sure we have sufficient bandwidth
- Working with Tricia Woolard to make sure the Higher Education Act consumer information is on our link in one location
- Student Awards April 27
 - Thank everyone who attended
 - Very encouraging to our students to see faces of instructors and administrators
- Graduation practice Thursday, May 13 at 6:00 p.m. (WHS)
- Graduation Friday, May 14 at 8:00 p.m. (WHS)
- Nursing Pinning Ceremony - Saturday, May 15 at 10:30 (WHS)
- Summer School begins Wednesday, May 19
- Tobacco Free Committee
 - Appreciate the committee for their hard work

- Thanks for getting the information to the Staff Association and the Faculty
- Signs are beginning to be put out
- Trash cans will not be removed until the last week in July
- Big signs will go up gradually

Dr. McLawhorn

- Service Awards Luncheon Thursday at noon
- Graduation
 - A seat is reserved in remembrance of Art Keehnle
- Cannot attend the Nursing Pinning Ceremony - Crystal Ange will attend
- May 20 - Meeting with John Farkas
- May 24 - Listing Tour
- May 25 - Leadership Team meeting with Beaufort County Schools Superintendent
- May 26 - Next Admin Council Meeting at 3:00
- May 31 - Memorial Day
- June 1 - Board meeting

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

The meeting adjourned at 3:40 p.m.

David McLawhorn, Chair