

## ADMINISTRATIVE COUNCIL MEETING MINUTES

May 25, 2011

Wednesday, 3:00 p.m.

### MEMBERS PRESENT

David McLawhorn  
Crystal Ange  
Wesley Beddard  
Chet Jarman  
Phillip Price  
Dixon Boyles  
Clay Carter  
Jo Linda Cooper  
Kim Mullis  
Judy Jennette  
Dorie Richter

### MEMBERS ABSENT

SGA Representative

### OTHER STAFF PRESENT

None

The Administrative Council met at 3:00 p.m. on Wednesday, May 25, 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 Meeting Minutes April 23, 2011**

The April 23, 2011 minutes were distributed to all Administrative Council members prior to the meeting. Dr. McLawhorn called for corrections or a motion to approve. Wesley Beddard 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.)

#### **II. Old Business**

None

#### **III. New Business**

1. Dr. McLawhorn called on Dixon Boyles to discuss the proposal to establish a Writing Across the Curriculum Advisory Committee. Dixon explained that as part of BCCC's ongoing Quality Enhancement Plan (QEP) efforts we are building writing strategies into certain courses. To better prepare for our next SACS review, it would be beneficial to form a committee to meet periodically to discuss the efforts. By forming a structured committee to discuss Writing Across the Curriculum initiatives, BCCC will have a mechanism for recording and posting minutes to demonstrate our institutional commitment for our QEP to SACS. After discussion of the committee structure, Dixon Boyles made the motion to add a Writing Across the Curriculum Advisory Committee to the BCCC committee structure. Clay Carter seconded the motion. The motion passed with an all ayes vote. This motion will be presented to the Personnel Committee of the Board of Trustees at their June meeting.
2. Dr. McLawhorn called on Wesley Beddard to present the minutes and recommendations from the Curriculum Committee meeting on May 5, 2011. Wesley stated that the Curriculum Committee met and has recommended several additions

and a few corrections to the college catalog. The additions and changes were emailed prior to today's meeting for Administrative Council to review. He called for questions or comments to the additions/changes. Hearing none, Wesley made the motion to accept the minutes of the May 5 meeting and approve the Curriculum Committee recommendations as presented. Phillip Price seconded the motion. (See minutes on the Internet under the appropriate Committees and Minutes link). The Council voted acceptance of the recommendations/changes listed below:

### **Arts & Sciences**

Approval to add the following courses to the BCCC Catalog: BIO 155-Nutrition, HIS 115-Introduction to Global History, HIS 145-The Second World War and PHI 240-Introduction to Ethics. The addition of these courses will be **effective Fall Semester 2011**

### **Business**

Approval to Modify Criminal Justice Technology (A55180) AAS degree so that SOC 210-Introduction to Sociology, SOC 220 - Social Problems, or SOC 225 - Social Diversity can be substituted for POL 130-State and Local Government. **These changes to be effective Fall Semester 2011.**

Approval to Modify the Computer Information Technology (A25260) AAS degree. Delete NET 225-Routing & Switching I as an allowable substitute for NOS 120-Linux/UNIX Single User. In addition, delete NET 226-Routing & Switching II as an allowable substitute for WEB 140-Web Development Tools. **These changes to be effective Fall Semester 2011.**

Approval to modify Networking Support Certificate (C25340B). Delete NET 225-Routing & Switching I and replace with NOS 110-Operating Systems Concepts. Delete NET 226-Routing & Switching II and replace with NOS 120-Linux/UNIX Single User. In addition substitute NOS 130-Windows Single User for NOS 120-Linux/UNIX Single User. **These changes to be effective Fall Semester 2011.**

Approval to modify the Computer Information Technology (A25260) AAS degree and the Web Development and Design Certificate (C2526). Delete WEB 140-Web Development Tools. Add WEB 187-Prog for Mobile Devices. **These changes will be effective Spring Semester 2012, but should be entered in the Fall 2011 catalog with a notation stating effective Spring 2012.**

Approval to modify the Computer Information Technology (A25260) and Computer Programming (A25130) AAS degrees. Delete NET 125-Networking Basics as a local prerequisite for SEC 110-Security Concepts. **These changes to be effective Fall Semester 2011.**

### **Industrial Technology**

Approval to accept the new course and prerequisite additions **effective Fall Semester 2011:**

- Course Additions
  - AUT 110-Intro to Auto Technology
  - AUT 186-PC Skills for Auto Techs.
  - Both courses would be added to the BCCC catalog and available on pick lists as course substitutes.
- Prerequisite Additions
  - AUT 183-Engine Performance II as a *prerequisite* to AUT 281-Advance Engine Performance.

Approval to add ISC 112-Industrial Safety to the following programs as indicated:

- Heavy Equipment and Transport Technology/Construction Equipment (A6024B)
  - Add ISC 112-Industrial Safety to the Major Electives option list.

- Mechanical Engineering Technology (A40320)  
Add ISC 112-Industrial Safety as an **option** for MAC 113 <sup>2</sup> so that it reads: <sup>2</sup> Students may substitute 6 hours of Co-Op Work Experience or ISC 112 and 4 hours of Co-Op Work Experience.
- Machinist Diploma (D40320)  
Add ISC 112-Industrial Safety as a **requirement**, bringing the total hours up to 41.
- Machinist Certificate (C40320)  
Add ISC 112 as a **requirement**, bringing the total hours up to 17.

***These changes to be effective Fall Semester 2011.***

3. Admissions Committee minutes for the April 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.) Dr. McLawhorn called on Crystal Ange to discuss the recommendations from the Admissions Committee. Crystal addressed the following recommendations:

1. Approve Additional Admission Requirements for Basic Law Enforcement Training (BLET) and to be included in the College catalog. (See Attachment 1 on the Internet under the Admissions Committee minutes)
2. Approve the International Student Admissions statement and to be included in the College catalog. (See attachment 2 on the Internet under the Admissions Committee minutes)
3. Approve the International Student Admission Policy (for F1 Student Visas). (See attachment 3 on the Internet under the Admissions Committee minutes)
4. Approve the International Student Transcripts Policy and to be included in the College catalog. (See attachment 4 on the Internet under the Admissions Committee minutes)

*\*After much discussion of “**College transcripts must have regional accreditation in order to receive transfer credit**” it was decided that Crystal Ange will investigate and report back at the next Admin Council meeting.*

5. Approve the Student Residency Classification Policy statement and to be included in the College catalog. (See attachment 5 on the Internet under the Admissions Committee minutes)
6. Approve the Admission of Undocumented Immigrants Policy and to be included in the College catalog. (See attachment 6 on the Internet under the Admissions Committee minutes)

\*Crystal noted that this is state law and is not currently in our catalog. After discussion, Dr. McLawhorn recommended we remove BCCC in the second sentence and only state the General Statute. Crystal will take the recommendation back to the Admissions Committee to make the correction and then bring back to Administrative Council for approval.

Wesley Beddard made the recommendation to approve items #1, 2, 3, and 5 as presented by the Admissions Committee and Crystal Ange will take items # 4 and 6 back for corrections. Phillip Price seconded the motion. The motion passed with an all ayes vote.

Clay Carter stated that he likes the new format of Admin Council meetings (electronic version saves paper).

#### IV. Progress Reports - Updates

Dorie Richter

- Planning Updates
  - Planning Council meeting scheduled for June 8<sup>th</sup> in the Board Room of Bldg. 10.
  - Currently working on:
    - End of the Year Summary for the Board of Trustees
    - New plans and end of the year reports for Institutional Effectiveness
- Evaluation Updates
  - Faculty/Staff Evaluation of College Services
    - Finished tally and working on comments
  - Current Student Evaluation of College Services
    - Distributed and returned
  - Online & Hybrid Students
    - Evaluation of College Services – completed
  - Graduating Student Survey
    - Administered rehearsal evening
  - Online Planning Council Survey
    - Evaluation of planning process – close out next Monday
  - Online Community Satisfaction Survey
    - Received 170 responses
    - May need to rethink the process – advertised with several newspapers
- Performance Standards – provided update on BCCC performance and proposed new PSt's.
- Distributed Grant Activity Report for June 2011.
- The new OPSCAN is working well.
  - Scanned surveys for the Business Division and some selected nursing classes
  - Will attend a webinar training for REMARK software on May 31<sup>st</sup>

Crystal Ange

- Hope to have the Fall Schedule finished shortly.
- SGA Blood Drive scheduled Thursday, June 2.
- In the process of planning Orientation for June 28 – 30 sessions will be held in the Multi-Purpose Room of Building 10 at 10:00 a.m. and 1:00 p.m.
- Registration is scheduled June 27-30.
- Clay Smith's last day is June 30.

Dixon Boyles

- Currently there is not a lot to report on SACS
  - The comment period for the proposed changes in the principles of accreditation ended last week.
    - There may be a vote on some of these changes at the annual conference in December.
    - One change that may have a potential impact is the change in wording on 3.5.1 – the standard that says “colleges will identify general education competencies and assess the extent to which graduates attain them...change the word “graduates” to “students.”

- BCCC submitted data on graduates only which was approved.
- We will continue to work to identify assessments within English classes that we will start collecting next year to give us specific data on students as opposed to graduates. Over the course of next year, we will begin to collect data for other general education competencies. We will have measurements in place that will address this.

Kim Mullis - No report from Faculty Senate at this time.

Jo Linda Cooper

- Continue work on the Faculty Staff Directory.

Judy Jennette

- Campus Campaign is winding down. Thank you to those who participated.
  - All payroll deduction forms need to be submitted by June 15
  - Donations are up this year
- The new BCCC commercials have been taped and sent to the information preview committee to review.
  - Students featured are:
    - Milton Cobb, Male Minority Mentoring Program
    - Michele Leggett, Nursing Student
    - 2 ECHS Students
    - Commercials scheduled to begin running in June
- Emergency Grant Requests – the fund has been greatly depleted this year.
- Croquet Tournament went well and cleared \$2000 and added \$2000 to the Southern Bank Endowment.
- Wells Fargo has agreed to be a corporate sponsor for the Foundation Golf Tournament.
- Trader Construction and PCS Phosphate have sent in their money for the David Clark Endowment. This endowment is for the Heavy Equipment Scholarship.
- Flanders Filters has agreed to send \$1000 to add to Ted Clayton Endowment for the Welding Scholarship and an additional \$500 to do the scholarship this fall.

Wesley Beddard

- Provided an update on summer term:
  - All college transfer is self-supporting
  - 9 month faculty like this because it gives them the opportunity to teach more than one class
  - Online classes are very popular
- Mattamuskeet High School, Hyde County Early College High School and Ocracoke School are being formed into a county-wide Early College High School.
  - BCCC will be teaching some classes there and quite a few via the information highway.
  - The students at Mattamuskeet will continue coming to our campus via bus.

- Cheryl Scott is the new Hyde County Early College Liaison/English instructor starting this fall. She will travel to Hyde County two days and be on our campus three days each week.
- Working on the fall schedule
  - Registration will take place the last week in June

#### Clay Carter

- Working with the Northeast Work-force Development Board to offer Rapid Response meetings to Hyde, Tyrrell, and Washington Counties School Systems. We will offer this service to Region Q and wait to see what they decide.

#### Chet Jarman

- The Continuing Education Accountability & Creditability Plan has been updated and will be included on the agenda for the June Board of Trustees meeting.
- Currently working with Tony Taylor in Basic Skills with budget concerns – having to do more with less.
- Early Childhood certification classes will be starting soon.

#### Phillip Price

- Budget Update
  - State Budget process in Raleigh continues.
  - The House Budget proposal that came out cut community colleges by 10%.
  - The Senate Budget that was released this week has not been approved – still a lot of unknowns in the details of this budget. Some concerns are:
    - Prison Education Programs
    - Tuition increase – expected to be about \$10 per credit hour
    - Changes from House version related to the lottery scholarships
  - Locally we have projected where we think we will be and have started working on a plan to meet those cuts.
- The General Assembly is working on a bill for the Health Plan.
- The ground breaking for the new Allied Health and Nursing Building was held yesterday. The notice to proceed is dated May 31, 2011.
  - May 2012 we should have our new building
- Continuing to work on year end items
- Brown McFadden has scheduled the server conversion July 20 – 24 (please let Phillip or Brown know of any concerns with the email system being down during this time).

#### David McLawhorn

- Graduation went well.
  - Open to suggestions on how to handle crying children.
  - Would like a spreadsheet to be developed to gather graduation data (number of graduates from year to year).
- Ground breaking for the new building went well.
  - Construction should begin next week
- Budget
  - House Budget had us cut 10.1%

- Senate Budget has us cut 10.9%
- Provided an update on Career & College Promise – to begin January 2012.

The next regular meeting date will be announced at a later date.

The meeting adjourned at 3:40 p.m.

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David McLawhorn, Chair