

ADMINISTRATIVE COUNCIL MEETING MINUTES
May 26, 2009
Tuesday, 3:00 p.m.

MEMBERS PRESENT

David McLawhorn
Phillip Price
Crystal Ange
Dorie Richter
Laura Bliley
Judy Jennette
Dixon Boyles
Clay Carter

MEMBERS ABSENT

Celina Worsley – SGA Representative
Wesley Beddard
Chet Jarman

The Administrative Council met at 3:00 p.m. on Tuesday, May 26, 2009 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 March 25, 2009 Minutes

The March 25, 2009 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 Dorie Richter. The motion was approved with an all ayes vote. (See minutes on the Internet under the appropriate Committees and Minutes link.)

III. Approval of Administrative Council April 6, 2009 Minutes

The April 6, 2009 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 Dorie Richter. The motion was approved with an all ayes vote. (See minutes on the Internet under the appropriate Committees and Minutes link.)

IV. Old Business

None reported.

V. New Business

Dr. McLawhorn welcomed Laura Bliley to the Administrative Council meeting. Laura is the 2009-2010 Faculty Senate President and will be a new representative for Admin Council.

- Faculty Senate Minutes for the February 17, 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.)

- Admissions Committee Minutes for the April 8, 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.)
- Crystal Ange addressed the proposed changes to the allied health program admission policies (*Admissions Committee minutes of the April 8, 2009*).
 - Explanation of waivers for placement testing and the time limit for high school chemistry
 - Requirement for a separate application for allied health students
 - Deletion of the HOBET for nursing students

**Beaufort County Community College
Allied Health Programs
Minimum Requirements**

1) Complete the **Accuplacer** Computerized Placement Test (CPT) with scores meeting the minimums for the college or qualify for a testing waiver as outlined in the college catalog under *Placement Testing*. Successful completion of the recommended developmental courses, **RED 090, ENG 090, MAT 060, and MAT 070** will satisfy this requirement. *It is the responsibility of the student to submit verification of test scores, written approval of testing waiver, or transcript of developmental coursework to the Admissions Office.*

2) *Have completed a high school chemistry course 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 time limit for the Medical Laboratory Technology Program.** Applicants not meeting this requirement must complete a basic chemistry course at Beaufort County Community College or an equivalent course at another institution with a grade of C or better.

Applicants with a Bachelors degree or an AAS degree in an approved healthcare field and a college chemistry will be allowed to waive the time limit for chemistry.

3) Have high school or official GED report sent to BCCC (college transcripts, if applicable.).

***Not required for Practical Nursing (PN)**

Application Deadlines

To be considered for each evaluation date, all general college applications designating the allied health program of your choice must be postmarked or in the Admissions Office as follows:

General College Application Deadline	Evaluation Date
Nursing Programs	
January 31	March 15
MLT	
Last day of Spring Semester	End of Spring Semester

A separate application for the allied health program of your choice is required and will be taken by appointment with the Allied Health Admissions Coordinator. Applicants are only accepted each year for the following academic year. Students may reapply by updating their

application with the Allied Health Admissions Coordinator. Beaufort County Community College does not utilize a “waiting list” for allied health programs.

After discussion, Clay Carter made a motion to approve the allied health admission policy changes as presented. Dixon Boyles seconded the motion. The Council voted unanimous consent.

- Crystal Ange addressed the proposed change to the Grade Appeal and Student Incident Procedures. The moderator of both procedures is changed from *the Dean of Student Services* to *chosen by the student appeals committee*. Clay Carter made a motion to approve the proposed changes as presented to the Grade Appeal and Student Incident Procedures. Phillip Price seconded the motion. The council voted unanimous consent.
- In the absence of Wesley Beddard, Dixon Boyles presented the minutes of the May 4 Curriculum Committee Meeting.
- After discussion of the proposed curriculum changes, Dixon Boyles made a motion to approve the Curriculum Committee actions and Minutes as presented. Clay Carter seconded the motion and the Council voted unanimous consent. Approved changes listed below:
 - Require students to consult with a faculty member in the math department before registering for online sections of MAT 161 and Mat 161A **effective Fall 2009**. This is a pilot project.
 - Allow BUS 251-Business Psychology to be a substitute for OST 130-Comprehensive Keyboarding in both the Accounting (A25100) and Business Administration (A25120) degrees **effective Fall 2009**.
 - Prerequisites for WLD 151-Fabrication I, have been removed at the state level. Requesting WLD 151 have local prerequisites of WLD 110 and WLD 115 or WLD 131 **effective Fall 2009**.

Dixon informed the committee that the Level-Three Instructional Service Agreements with Pitt Community College for the Biotechnology (A20100) program and Martin Community College for the Dental Assisting (D45240) program will be published in the upcoming catalog.

Dixon noted that due to current budget restrictions, the Fall 09 tabloid will not be printed and mailed this summer. The “in house” schedule will be printed and distributed on campus as normal. Local media will be utilized to inform the public regarding schedule/class information.

- Phillip Price addressed the proposed changes to the Faculty Staff Policy manual and the Health and Safety Committee membership. The changes had been emailed to Administrative Council prior to the meeting for review. Crystal Ange made the motion to approve the proposed changes as presented to the Faculty Staff Policy manual and the Health and Safety Committee membership. Phillip Price seconded the motion. The council voted unanimous consent.

- Dr. McLawhorn presented the recommendation to change the chairmanship of the Institutional Review Board from Lead Instructor for Science to a member elected from within the committee. Clay Carter made the motion to accept the change as presented for the chairmanship. Phillip Price seconded the motion. The council voted unanimous consent.

IV. Progress Reports

Crystal Ange:

- In the absence of Wesley Beddard, Crystal addressed the new 2009-2010 BCCC catalog and stated that a decision has to be made whether to print or strictly have the catalog available on-line. It has also been discussed about having CD's available for purchase in the bookstore at cost. Phillip stated that the cost of printing the catalogs is in the \$6,000 range. Phillip noted that currently the way the state budget is looking, we are trying to weigh printing the catalog versus \$6,000 of instructional supplies for our classrooms. The options have been discussed in Senior Staff and the mutual feeling is that the money would be better spent in the classrooms. Ms. Ange opened the floor for discussion. Phillip stated that we would continue to give faculty large print catalog in a three ring binder. After discussion, Phillip Price made a motion to not print the catalog but have CD's of the catalog available. Crystal Ange seconded the motion. The council voted unanimous consent.
- June 24 is new student orientation

Laura Bliley:

- Faculty is concerned about the current state of the economy.

Dixon Boyles:

- Have one month to find out where we stand with SACS.

Judy Jennette:

- The Croquet Tournament went very well and proceeds were a little over \$4,400.
- The Ambassadors for FY 2009-2010 are:
 - Jackie Coley
 - Carolyn Cooper
 - Steve Gravely-Honorary Ambassador
 - Deborah Riley
 - Ashley Roberson
 - Amanda Rose
 - Jeanne Rutledge
 - Katherine Thomas-Honorary Ambassador
 - Faith Wise
 - Kenneth Worsley
- Will be in Greenville tomorrow morning taping the News & Views Program with the Chamber of Commerce.

- The Bobby Andrews softball tournament is August 6-9 at the McConnell Complex.
- Working on a grant application with Chowan Hospital for the paramedic equipment.
- The Mideast Commission has received additional funding to expand their summer youth employment program. They are sending two of their students to BCCC to work. Please let Judy or Marcia know if anyone needs any help. An email will be sent out informing everyone when this will begin.

Clay Carter:

- Working hard with Mattamuskeet, Columbia and Ocracoke to get everything ready for next year.
- Met with Bill Cooper last week about a Bio Tech course for pre-employment. BCCC will supply the teachers and Mr. Cooper will supply the curriculum and other support.
- Information came out today from Employment Security that is going to affect the way we are handling Domtar employees.

Dorie Richter:

- Working on the Graduating Student Survey – the data is part of our performance standards data.
- Completed survey results are posted on the web site.
- Planning Council meeting scheduled June 8 at 1:00 p.m.
 - Present new plans for next year
- Completed End-of-Year Summary – will go to the Board of Trustees.
- Handout of Grant Activity Report 2009 – on web site.

Phillip Price:

Budget Update

- Continuously monitoring the State Budget progress being made in Raleigh. The Governor and Senate have put out their proposed budgets. Both were prior to some additional information on revenues for next year. The House Budget is currently in draft form. Phillip noted that it is not a pretty picture – they are looking at a 12% cut for community colleges next year and moving to a 14% cut the year after.
- Sent out budget requests for different departments/divisions so they can tie in with long-range plans.
- Finalized furlough calculations for May and information has been sent out. Still working on part-time calculations.

Project Update

- The Public Safety Annex - construction seems to be moving along very well and interior walls have been put up.
- The Allied Health Building – we have an advanced planning contract signed with an architect.
 - Held the first meeting with nursing and engineering folks.
 - This week will tour Allied Health Buildings at ECU and Wilson Tech.

Dr. McLawhorn:

Budget

- Had a phone conference on Friday with other presidents and the System Office. Some of the scenario's include:
 - Consolidating colleges – they are looking at Pamlico, Tri-County and Montgomery. This comes up with every recession and would be a savings of \$4 million.
 - College transfer – dual enrollment.
- The House has not put a revenue package in their bill.

In closing, Crystal thanked everyone for their help and complemented Laura Bliley on an outstanding Pinning Ceremony.

The next meeting is scheduled for Wednesday, June 24 at 3:00 p.m.

The meeting adjourned at 4:08 p.m.

David McLawhorn, Chair